VIRGINIA CRIMINAL INFORMATION NETWORK

OPERATING MANUAL

July 2013

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Table of Contents

PART I THE SYSTEM

An overview of the system; who is participating, the requirements, responsibilities, and benefits of membership.

PART II FILE TRANSACTIONS

Describes each file; how to access and update each file; individual message formats; and how the files are maintained.

1. ARTICLE FILE
2. BOAT FILE
3. GUN FILE
4. WANTED PERSONS
5. SECURITY FILE
6. TAGS
7. VEHICLES
8. DRIVERS STATUS
9. CRIMINAL HISTORY
10. MISSING PERSON
11. PROTECTIVE ORDER FILE
12. OTHER NCIC FILES MAINTAINED BY NCIC ONLY
13. VIOLENT GANG FILE (VGF)
14. CONVICTED SEXUAL OFFENDER REGISTRY FILE
15. VEHICLE/BOAT PARTS

PART III ADMINISTRATIVE MESSAGES

Describes the administrative message preparation (intrastate), use, and other pertinent information.

PART IV NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (LETS)

Describes the preparation of interstate messages and sets forth the rules governing the transmission of messages on NLETS.

Page No.

Agreements I-34
Membership and Criminal History Agreement I-30
Membership Users Agreement I-34

Audit of the VCIN System and Member Agencies I-27

Background Screening for Personnel I-10

CJIS Security Policy – Security Addendum for Contract Employees/Vendors I-11

Description of the System I-1

Disciplinary Guidelines for Misuse of the NCIC/VCIN System I-16

FBI's Law Enforcement On-line Website Access I-13

LEO Password Changes I-15

Off-Line Searches I-29

Requirements for Membership in VCIN I-9

Restriction on Use of Records in the VCIN Network for Training and Testing System I-23

System Operation Rules and Procedures I-4
Security I-5
Penalties for Unlawful Actions I-8

Terminal Agency Coordinator (TAC) Requirements I-26

Training of Terminal Operators
Access to Certified Operators File I-24
Basic I-19
Dress Code for Classes at Police Academies I-21
Operator Certification Requirements I-22
Recertification of Terminal Operators I-21
Reporting of New or Change of Status on Terminal Operators I-20
Scheduling of Terminal Operators Classes I-21

Training Conducted by VCIN User Agencies
Training Policy I-22
Instructor Requirements I-22

VCIN Basic Classroom Program
Operator Certification Requirements I-22
VCIN Record Keeping Requirements I-25
Instructor Procedures I-23

VCIN Configuration Chart I-3

VCIN/NCIC Publications (**Manuals, Newsletters etc**.) I-15

VCIN Terminal Network Addresses
- State, Local, and Federal Agencies participating in the VCIN System I-37
- Federal I-62
- State and Local I-38
- Group Map I-37
- Group Sequence I-66

The System

The system functions as a service facility under the management control of the Department of State Police, providing operational support to the entire Criminal Justice Community. The primary mission of VCIN is to provide a means of rapid communications for Criminal Justice agencies throughout the Commonwealth. In addition to the VCIN data files, the system also provides user access to data bases maintained by the Department of Motor Vehicles (DMV) and the National Crime Information Center (NCIC). Basically, these data files provide information concerning vehicles, persons, and property.

VCIN consists of a statewide data communications network incorporating computerized links to regional and national law enforcement systems. The basic VCIN components consist of:

Communication terminals: (Various make and models)
Computer: IBM p5 series servers
Data storage: SAN array
Communications lines: (Data Grade and VPN) 56K Circuits

A general configuration of the VCIN system is presented on page I-3. The following paragraphs briefly describe the functions performed by VCIN.

Terminal Control

The Data Communications Processor (DCP) addresses and polls all communications lines, thereby, controlling all message flow within the network.

Message Queuing

The DCP queues and logs all incoming and outgoing messages on mass storage disk. The message log is periodically recorded on magnetic tape to facilitate future reference.

Message Editing

The DCP performs cursory message editing and formatting generally limited to message type and general format. Early detection and rejection of erroneous messages together with necessary reformatting is accomplished during this process.

Message Switching

The DCP supports two types of message switching:

Single point switching, where the message destination is a specific terminal or interfacing computer system.

Multi-point message switching, where the message is delivered to all terminals within a pre-defined group(s). This capability permits the user to specify a maximum of six separate destination terminals for a specific message.

NCIC Interface

The DCP functions as a switch between the VCIN system and NCIC. Messages addressed to NCIC are forwarded by the DCP as are responses from NCIC to originating terminals throughout the Commonwealth.

DMV Interface

The DCP offers terminal users throughout the Commonwealth real time access to data bases maintained at DMV by performing as a switch between the terminal network and these databases. Certain messages are routed specifically to the interfacing DMV system while others, such as standard NCIC vehicle inquiries, are analyzed and routed to DMV based on message content.

NLETS Interface

The DCP functions as a switch between VCIN users and NLETS. Messages addressed to NLETS from VCIN terminal users are forwarded by the DCP with responses returned to the originating terminal.

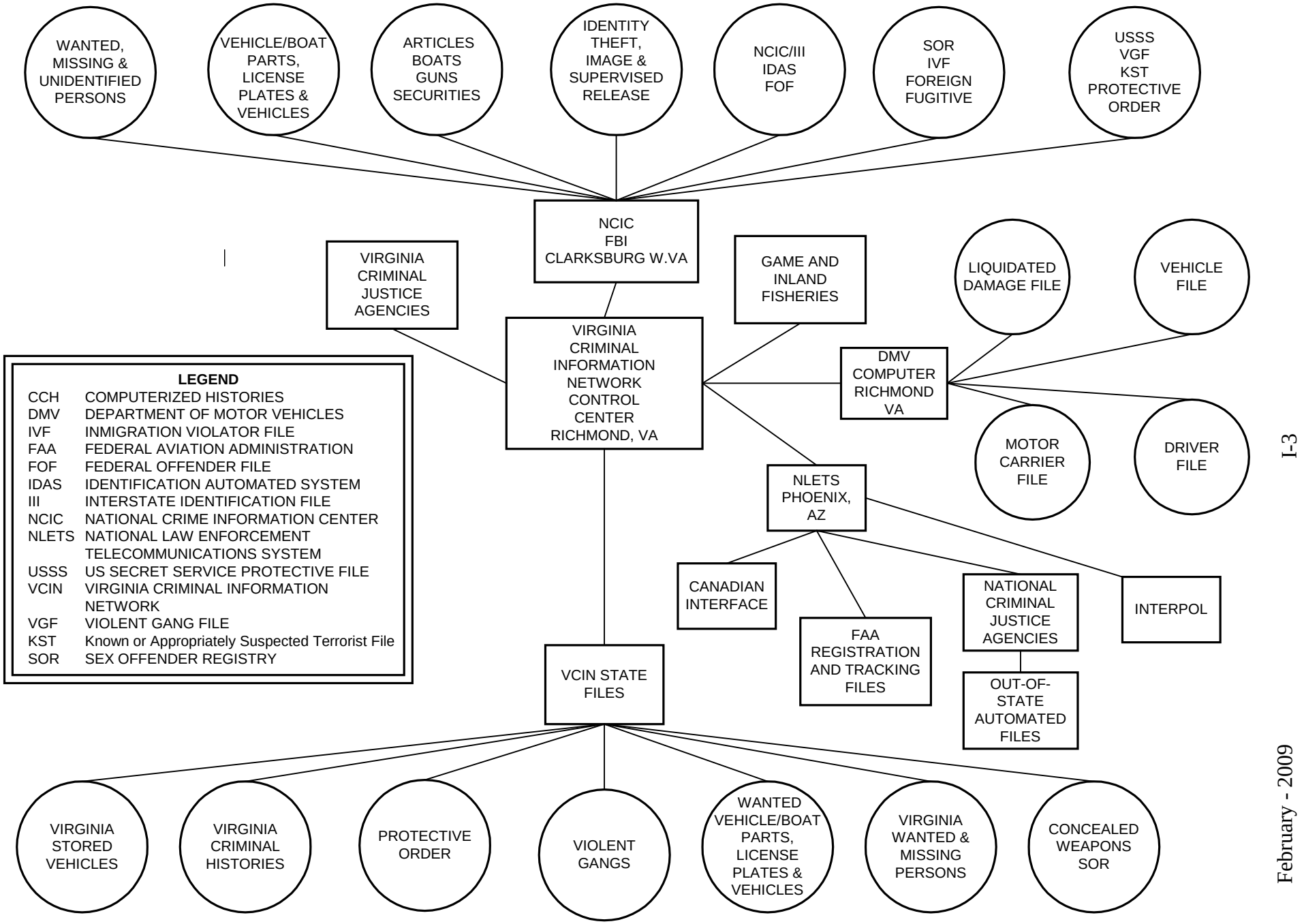
CCH Interface

The DCP functions as a switch between VCIN and the Computerized Criminal History (CCH) files maintained by the Department of State Police. Criminal history information requests addressed from VCIN terminal users are forwarded by the DCP to VCIN/CCH and NCIC/CCH computers with responses returned to the originating terminal.

Game and Inland Fisheries Interface

The DCP functions as a switch between VCIN users and the boat registration file maintained by Game and Inland Fisheries.

VIRGINIA CRIMINAL INFORMATION NETWORK



LEGEND

CCH	COMPUTERIZED HISTORIES
DMV	DEPARTMENT OF MOTOR VEHICLES
IVF	INMIGRATION VIOLATOR FILE
FAA	FEDERAL AVIATION ADMINISTRATION
FOF	FEDERAL OFFENDER FILE
IDAS	IDENTIFICATION AUTOMATED SYSTEM
III	INTERSTATE IDENTIFICATION FILE
NCIC	NATIONAL CRIME INFORMATION CENTER
NLETS	NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM
USSS	US SECRET SERVICE PROTECTIVE FILE
VCIN	VIRGINIA CRIMINAL INFORMATION NETWORK
VGF	VIOLENT GANG FILE
KST	Known or Appropriately Suspected Terrorist File
SOR	SEX OFFENDER REGISTRY

February - 2009

I. System Operation Rules and Procedures

In order to insure maximum operating capability on the VCIN system and the confidentiality of files, which may be accessed via the VCIN system, the following rules and operating procedures must be followed by each user.

1. Terminals that confirm wanted file HITS and receive broadcast messages shall be maintained in a power ON/COMMUNICATE mode and manned by a certified operator during the hours the terminal was approved for operation by the VCIN Administrative Office.

    a. Inquiry only terminals that have a sign-on capability through, GLINK, Messenger, or an interface will abide by the following:

        (1) The operator must sign-on when he/she needs to transmit a transaction to the VCIN system and sign-off if he/she needs to leave the terminal or to let another certified operator use the terminal.

        (2) All transactions will be logged in the VCIN computer to the operator who requested the data.

2. Terminals shall be located so as to eliminate access by unauthorized personnel.

3. All messages transmitted over the VCIN system shall be considered confidential unless specified otherwise by the originating agency or the contents of the message clearly indicate that it is intended for public information.

4. Wanted information shall be entered into the NCIC and VCIN files via VCIN and shall not be distributed by Administrative Message except in unusual cases. Under 19.2-390, Code of Virginia, felony legal documents (warrants and capias) must be entered into the NCIC and VCIN systems within 72 hours following the receipt of the document. If the warrant is entered through the e-magistrate system the 72 hours start upon receipt of the “WL” message from the magistrate.

5. Upon receipt of a positive response to a query via VCIN, agencies shall immediately confirm the hit information with the entering agency.

6. To confirm "hits" (positive response) on wanted file entries with limited service terminals after hours of operation, contact CMD1 for telephone number or terminal address.

7. Upon receipt of a hit confirmation request, the participating VCIN agency must furnish a substantive response within ten minutes for urgent request and one hour for routine requests, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm the hit.

8. Agencies transmitting information via VCIN are responsible for the accuracy, completeness, and timeliness of the information and shall immediately update the information as its status changes.

9. All requests for information and assistance should be handled as expeditiously as agency resources permit.

10. A copy of the VCIN agreements must be kept on file at the agency and VCIN Administrative Office.

II. System Security

System Security is defined as the overall security measures, which must be observed by all participating VCIN terminals.

1. Requests for fixed location terminals, CAD Interfaces, or mobile computer interfaces shall be made in writing from the Agency Head to the Criminal Justice Information Services Division Commander, P. O. Box 27472 Richmond, Virginia 23261. The fixed location terminal(s), CAD Interfaces, or mobile computer interface must be brought on-line within 90 days of receipt of the approval letter or their request must be resubmitted.

2. The VCIN system shall only be used by authorized criminal justice agencies to transmit and receive criminal justice information for criminal justice purposes.

3. Any external computer system interfacing with VCIN must either be dedicated to and operated by a Criminal Justice Agency, or management control over that portion of the system must be under a Criminal Justice Agency.

4. Only the terminals and printers that are approved by the VCIN administrative office will be permitted access to the VCIN system. All printers will be located within the same room as the approved terminal to which the printer is connected. The VCIN terminal may share a printer with another VCIN terminal within the same room, but shall not be connected to a network printer. Mobile terminals in a police vehicle may transmit to a printer located within their communication center that is manned 24 hours a day, seven days a week by certified VCIN operators. The connection from the mobile terminals and the printer shall meet or surpass encryption requirements set by the NCIC Security Policy. The data received from the VCIN system **shall not** be retransmitted to another terminal, printer, or any other computer system or any other device not approved by the VCIN Administrative Office.

5. Any VCIN user agency, which acts as a control point for any other agency must assume responsibility for and enforce all security measures necessary to prevent degradation of the VCIN network.

6. Information obtained through the VCIN system must be destroyed (shredded, burned, or electronically obliterated) after it has served the purpose for which it was obtained.

7. All terminals connected to the VCIN system without going through a remote interface, (i.e. GLINK or Messenger connection), will be assigned their own unique Internet Protocol (IP) address, four character terminal address, and nine character ORI.

8. Electronic data received through the VCIN system **shall not** be stored within your computer system or any other device for later retrieval. Any future need of the data shall require that it be retrieved from the VCIN system.

    a. If the data received through an interface is reviewed by another operator, i.e., to assist the requestor, the access must be logged. The log shall be maintained for a minimum of two years.

    b. All information obtained from VCIN that resides on an MCT, must be deleted after it has served the purpose for which it was obtained.

9. All MDT systems shall be connected through an interface with Originating Agency Identifiers (ORI), a four character terminal address and IP address or other designation assigned or approved by the Virginia State Police.

    a. All traffic will be transmitted through the VCIN system with the mobile terminal address and ORI number assigned by the VCIN administrative office.

        1) Only MCT's connecting through the MDT system shall be permitted to use the ORI and four character terminal address assigned to that MDT system. All other terminals will be assigned their own four character terminal address and ORI.

        2) If more than one agency is using MCT's on the same MDT system, an additional agency specific ORI will be assigned to the MDT system. All ORI's assigned will be associated with the MDT system's single IP address.

        3) The MDT system will be responsible for appending the appropriate agency ORI to VCIN messages for the respective MCT.

    b. Mobile terminals shall be authorized to communicate from car to car, car to base, and inquire into the databases of the NCIC/VCIN and NLETS systems, except for criminal histories.

    c. Criminal history information shall not be transmitted to a mobile terminal.

    d. The MCT may have access to the VCIN system only when installed in a police vehicle or when operated in a police facility. If the terminal is removed from the police vehicle or not operated in a police facility, the VCIN connection shall not be used except for emergency purposes or functional testing by authorized personnel. Functional testing shall be limited to approved test records only.

    e. MCTs must be secured at all times to prevent unauthorized persons from accessing NCIC/VCIN or viewing any information obtained through the VCIN system. Mobile terminals must have at least 128-bit encryption for all data transmitted and received per NCIC Security policy.

    f. If an MCT is either lost or stolen, the using agency shall be responsible for insuring that access to the VCIN system by that MCT is disabled. Written notification of the loss and preemptive actions taken shall be immediately provided to the Criminal Justice Information Services Division Commander at State Police Headquarters.

    g. All Virginia laws, policies, federal laws, FBI/NCIC policies, DMV, and NLETS policies shall apply in all cases concerning file security, control, and system security for any transaction involving the computer databases.

10. PC's and MCT's that have access to VCIN shall not be accessible from the Internet.

11. Sign-on Identification (Userid) and Passwords for VCIN/NCIC System Access

a. Each person who is authorized to store, process, and/or transmit information on a terminal connected to the VCIN system shall be uniquely identified by use of their sign-on user identification (userid).

b. This unique identification shall also be required for all persons who administer and maintain the system(s) that access the VCIN system.

c. A certified operator shall access the VCIN system with their user identification, (userid) and their password.

d. Passwords will be formulated under the following guidelines:

1) Passwords shall be a minimum length of eight (8) characters on the VCIN system with at least one (1) numeric character and cannot be a dictionary word or proper name.

2) Passwords and the user id shall not be the same.

3) Passwords shall be changed within a maximum of every 60 days.

4) All systems shall prevent password reuse of the last ten (10) passwords.

5) Passwords shall not be transmitted in the clear outside the secure domain.

e. If a certified operator gets locked out of the system because they forgot their password, contact the VCIN Help Desk, 804-674-2028, and request that they reset their userid. (For GLINK, and Messenger terminals only)

f. For terminals connected directly to the VCIN system, the VCIN system will verify the sign-on, password, authorization of the operator, and authorization of the terminal.

g. For terminals connected through an interface to the VCIN system, the interface agency will pass the userid with each transaction to the VCIN system

1) The interface will validate the password as outlined in item “d” above.

2) The VCIN system will verify the sign-on, authorization of the operator, and authorization of the terminal in the VCIN data base.

h. When a VCIN terminal operator has been assigned a userid and password to access the VCIN system, the authorizations shall be used only by the person to whom they are assigned.

1) If the operator provides the userid and password to another person or causes the userid or password to be displayed for use by another person, their VCIN access and certification shall be suspended for a period not to exceed 30 days by the VCIN Administrative Office. If this person is a VCIN instructor, their instructor certification shall be revoked.

2) Any subsequent violations of the userid and password requirements shall result in a 6-month suspension of their VCIN access and certification.

III. Penalties for Unlawful Actions:

A. State Laws

9.1-136. Criminal penalty for violation.

Any person who willfully and intentionally requests, obtains, or seeks to obtain criminal history record information under false pretenses, or who willfully and intentionally disseminates or seeks to disseminate criminal history record information to any agency or person in violation of this article or Chapter 23 (§ 19.2-387 et seq.) of Title 19.2, shall be guilty of a Class 2 misdemeanor.

9.1-135. Civil remedies for violation of this chapter or Chapter 23 of Title 19.2.

A. Any person may institute a civil action in the circuit court of the jurisdiction in which the Board has its administrative headquarters, or in the jurisdiction in which any violation is alleged to have occurred:

1. For actual damages resulting from violation of this article or to restrain any such violation, or both.

2. To obtain appropriate equitable relief against any person who has engaged, is engaged, or is about to engage in any acts or practices in violation of Chapter 23 of Title 19.2, this chapter or rules or regulations of the Board.

B. This section shall not be construed as a waiver of the defense of sovereign immunity.

18.2-152.4 Computer Trespass

18.2-152.5 Computer Invasion of Privacy

18.2-152.7 Personal trespass by computer

B. Federal Laws governing NCIC and other computer data banks.

Title 18, United States Code (USC), Section 641 - Theft of Government Property
18 USC 1030 - Fraud and related activity in connection with computers
18 USC 1343 - False pretense or misrepresentation
18 USC 1951 - Misuse of public office duties and responsibilities (Hobbs Act)
18 USC 1952 - Promote or carry on any unlawful activity

IV. Requirements for Membership in VCIN

A. Under the authority of the Code of Virginia, the Superintendent of the Department of State Police has established the following policies, which will govern the operation of the Virginia Criminal Information Network:

1. Application for permission to connect to the Virginia Criminal Information Network shall be made to the Superintendent of the Department of State Police on forms provided by him. A copy of such forms shall become a part of the applicant's file.

2. Such application may be approved by the Superintendent, when in his discretion such connection will be in the best interest of the entire system.

B. Before approval will be given, all applicants must meet the following minimum standards and agree to comply with the following conditions.

1. The applicant agency must submit a completed and **typed** application in duplicate prior to its consideration for membership on the network.

2. An on-site security examination will be conducted by a State Police representative before approval or disapproval of each application.

3. Terminal devices, which will be used locally to obtain the criminal history data from a computer, must be restricted to criminal justice agencies as defined by NCIC/VCIN policies.

4. Agencies having terminals on VCIN must have screened terminal operators under their supervisory control. The terminal area must be restricted to a minimum number of authorized employees. Terminal operators in regional communication centers must be under the supervisory control of a criminal justice agency.

5. Criminal history record information will not be transmitted to any agency until the agency complies with Items 1, 2, 3, and 4 listed above. A user agency may elect not to receive criminal history record information.

6. A user agency must comply with all rules, regulations, and operating procedures issued by the Department of State Police.

7. User agencies must assume all costs for the rental or purchase of terminal equipment and all costs connected with installation, movement, and operation of their terminals.

8. A user agency must provide sufficient authorized, screened, and trained operating personnel to attend and operate their terminal equipment during the entire 24-hour period of each and every day. The 24-hour operational requirement does not apply to LIMITED SERVICE TERMINALS.

a. Authorized operators are those personnel authorized by an agency head to operate terminal equipment with their agency.

b. The operator must be at least 18 years of age.

c. Complete background screening as listed below shall be conducted by the user agency.

d. Any other condition(s) imposed by the user agency.

e. Terminal operators shall successfully complete all training required by the Department of State Police and the Department of Criminal Justice Services.

V. Background Screening for Personnel

A. Thorough background screening by the employing agency of personnel is required. State and national III record checks by fingerprint identification must be conducted for criminal justice terminal operators, programmers, and other persons employed or utilized to effectuate access to or initiate transmission of NCIC/VCIN information prior to employment.

B. Appropriate background investigations must be conducted on all NCIC/VCIN criminal justice terminal operators, including submission of completed applicant fingerprint card to the FBI Identification Division through the state identification bureau and a wanted file inquiry.

1. The employing agency staff must check state and national arrest and fugitive files.

2. If a record of any kind is found, access will not be granted pending review of arrest and fugitive records.

3. When identification of the applicant has been established by fingerprint comparison and he/she appears to be a fugitive or to have an arrest history for a felony or serious misdemeanor, an agency head or their designee will review the matter. If the applicant is found to be a fugitive from justice, or to have been convicted of a felony or serious misdemeanor, the matter will be referred to the Criminal Justice Information Services Division Commander, P. O. Box 27472, Richmond, Virginia 23261-7472 if the employing agency desires to employ the applicant.

4. If a determination is made that NCIC/VCIN access by the applicant would not be in the public interest, such access will be denied and the applicant's appointing authority will be notified in writing of the access denial.

a. Applicant with a felony conviction will not be permitted access to the NCIC/VCIN system.

b. Applicant who is wanted for a crime in state or out of state will not be permitted to access the VCIN system.

c. Applicant with a Class 1 or 2 misdemeanor conviction(s), excluding those set forth in Title 46.2 of the Code of Virginia or one offense of D.U.I., and substantially similar offenses under the laws of the United States and any political subdivision thereof, will not be permitted access to the NCIC/VCIN system. These crimes are characterized as involving moral turpitude (lying, cheating, or stealing) or gross misconduct (generally, crimes against a person and crimes involving drugs or other controlled substances).

d. Applicants found not guilty of any crime by reason of mental illness will not be permitted access to the NCIC/VCIN system.

e. Central Criminal Records Exchange (CCRE) requires the submission of one set of applicant fingerprints (1) card for each individual being considered for Criminal Justice employment. The fingerprint card must be mailed to Central Criminal Records Exchange, P. O. Box 27472, Richmond, Virginia 23261-7472. Upon receipt of the card, CCRE will process the card through CCRE.

C. The applicant fingerprint cards must contain the ORI of the employing agency. Enter Criminal Justice Employment in the space labeled "Reason Fingerprinted."

D. The applicant fingerprint cards form Number FD-258 may be obtained from Federal Bureau of Investigation, Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road, Clarksburg, WV 26306. The telephone number is 304-625-3983. Your ORI must be furnished when ordering supplies. Requisition number for ordering Identification Supplies is 1-178.

E. When a certified operator has been arrested or if a warrant has been issued for a felony or serious misdemeanor for a certified operator, the agency head or his/her designee will notify the Criminal Justice Information Services Division Commander, P. O. Box 27472, Richmond, Virginia 23261-7472 immediately. Section V.B.4 above will apply.

VI. CJIS Security Policy – Security Addendum for Contract Employees/Vendors

A. Policies and laws that govern the operation of the VCIN/NCIC Interstate Identification Index (III) and Wanted Files enable the use of contractors from non-criminal justice agencies to perform work on equipment, software, and systems that transmit and receive CJIS Criminal History Record Information and Wanted Files data from the FBI.

Those contractors and personnel are required to conform to certain regulations, receive and or conduct training, and adhere to certain security procedures that are equivalent to the requirements of criminal justice personnel that operate VCIN/NCIC terminals and request and receive CJIS Data.

B. Conformance with the FBI Security Policy requires completion of a Security Addendum between your agency and each contractor or vendor and their employees that work on any system that has access to CJIS Data by way of installation or maintenance of hardware, software, and or telecommunications facilities or components thereof.

C. Additionally, each VCIN Agency that is required to execute the Security Addendum is required to have an Agency Coordinator.

1. The coordinator's role is to have responsibility for contractor compliance with the requirements of the CJIS Security Policy to include training and logging access for each non-criminal justice contractor that may perform work on those systems and maintain the log for 12 months.

2. The Agency Coordinator may be a criminal justice employee, terminal agency coordinator, or existing VCIN security officer that has passed the background screening requirements suitable for accessing CJIS Systems.

D. Other areas of responsibility for the Agency Coordinator are related to physical and personnel security constraints. The requirements have been historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in VCIN/NCIC User Agreements between the VSP/FBI and criminal justice agencies and in existing Management Control Agreements between criminal justice agencies and non-criminal justice governmental entities.

E. The Agency Coordinator shall also ensure that the private contractor/vendor has a security officer to maintain a security program that complies with the CJIS Security Policy and that their (private contractor/vendor) security program is documented. The Agency Coordinator and Vendor/Contractor's security officer can coordinate this effort.

F. The Security Addendum makes clear that access to CHRI and related information will be limited to those officers and employees of the private contractor or its subcontractor who require the information.

1. Access is only permissible to properly perform services for the sponsoring governmental agency.

2. A service provider may not access, modify, use, or disseminate such information for inconsistent or unauthorized purposes.

G. As is currently the practice, each criminal justice agency on the VCIN/NCIC system must have a Security Officer to maintain a list of all personnel who manage, operate, develop, access, and maintain criminal justice systems and facilities.

1. Thorough background screening is required including a complete applicant fingerprint card to the FBI through the Virginia State Police.

2. Record checks must be completed prior to employment to include wanted and national arrest files.

H. The FBI Criminal Justice Information Services Security Addendum needs to be reviewed by your Agency Coordinator and Security Officer with any non-criminal justice personnel in your agency who manage, operate, develop access, and maintain criminal justice systems and facilities.

Once the Security Addendum Certification(s) has/have been signed for each vendor employee or contractor, please forward a copy to the VCIN Administrative Office with a cover letter for inclusion in your agency's file.

I. The security awareness training must be provided at least once every three years to all personnel who manage or have access to FBI CJIS systems, to include contractors or vendor employees.

1. All new employees who have access to FBI CJIS systems and all appropriate IT personnel shall receive security awareness training within six (6) months of their appointment or assignment.

2. Those employees are required to be retrained every three (3) years.

3. If this training is conducted outside of the normal certification/recertification process, it is to be documented and retained by your security officer or terminal agency coordinator.

J. Please remind your VCIN instructors that during every certification or recertification class that training on the FBI CJIS Security Policy and Security Awareness must be provided to students.

1. This information can be found in all VCIN lesson plans.

2. A copy of a Microsoft PowerPoint presentation for Security Awareness training is also available upon request and can be found on Law Enforcement On-line (LEO) VCIN Special Interest Group (SIG).

K. A copy of the FBI Criminal Justice Information Services Security Addendum with an Acknowledgement Certification may be obtained from the FBI's LEO web site http://www.leo.gov/ with your LEO sign-on and password.

1. After you have signed on to the LEO System;

   - Click on the "SIGS" at the top of the LEO screen under "LEO Central"
   - Click on the "Public" tab
   - Click on the "CJIS" Icon
   - Scroll down the list and click on "CJIS Security Policy"
   - Click on "Security Addendum"
   - Print the Security Addendum or save it to a disk or your c drive.

2. Refer to "FBI's Law Enforcement On-line Website Access" in this section of the VCIN manual for instruction on how to obtain a user ID and password to LEO.

L. When agencies request to install interfaces with VCIN, they will be required to demonstrate that a Security Addendum is in place and all Security Awareness Training has taken place with vendors or contractors working on the interface. This will be required before approval is granted by the CJIS Division for the installation of the interface.

M. If you have any questions, you may e-mail vcin@vsp.virginia.gov.

VII. FBI's Law Enforcement On-line Website Access

A. The VCIN Section of the Virginia State Police Criminal Justice Information Services Division has set-up a **S**pecial **I**nterest **G**roup (SIG) on the FBI's Law Enforcement On-line (LEO) website. The SIG is named VCIN-VSP and is located in the "RESTRICTED" SIG area of LEO.

B. The purpose behind creating the VCIN SIG is to provide a cost effective method for our user community to have a common access point to important materials relevant to your work.

C. On the SIG, there is a public area that describes the SIG's mission and requirements for membership. You must be a member of LEO and then request access from the VCIN Section through the public area of the SIG to join the VCIN-VSP SIG. Only VCIN Agency Administrators, VCIN Instructors, and certified VCIN Operators will be permitted access.

D. The current VCIN Operating Manual, NCIC Operator Manual, NCIC Code Manual, and CJIS Newsletter are on the LEO website.

1. Other materials such as letters to all agencies will be added as well as posting of VCIN System update information, training power points, and other related VCIN materials.

2. **This is the only location that an agency can down load the VCIN/NCIC manuals. Therefore it is suggested that each VCIN agency Terminal Agency Coordinator (TAC) and at least one certified VCIN operator obtain access to this site.** Should you choose not to be part of the VSP-SIG and need an update to your manuals, you will need to forward a written correspondence to us requesting updates.

3. A sub-SIG of the "VCIN-VSP" site, restricted to VCIN Instructors only, will contain VCIN lesson plans, tests, answer sheets, and other instructor related materials.

E. Each person that your agency has authorized to connect to the FBI's Law Enforcement On-line (LEO) website, and are not currently LEO members must submit a LEO membership application to the FBI for access. .

1. On the SIG, there is a public area that describes the SIG's mission and requirements for membership. You must be a member of LEO and then request access from the VCIN Section through the public area of the SIG to join the VCIN-VSP SIG. Only VCIN Agency Administrators, VCIN Instructors, and certified VCIN Operators will be permitted access

2. A copy of the LEO application may be obtained from the LEO web site http://www.leo.gov/. Directions in becoming members of LEO and the VCIN-VSP SIG are as follows:

- Go to the web site http://www.leo.gov/ and click on the "Click Here to Download LEO User Application".
- Click on the "LEO Regular User Application"
- Print the application, fill it out and fax it to the number at the top of the page
- The FBI will email the requesting applicant their approval and instructions on obtaining the users ID and password

F. After the requesting applicant has received their user ID and password, sign onto the LEO System.

- Click on the "SIGS" at the top of the LEO screen under "LEO Central"
- Click on the "Restricted" tab
- Scroll down the list and click on "VCIN-VSP" Icon or hold the "Ctrl" key down and depress the letter "F" and type in VCIN-VSP, depress enter and the system will automatically go to the VCIN-VSP Icon.
- Click on the "VCIN-VSP" Icon
- Click on "Request Access to "VCIN-VSP"
- If you meet the criteria for access, click on the "I Meet the Criteria"
- A "LEO SIG Access Request" will appear, read the information at the top, type in any information needed, and transmit.

G. Your request will be sent to the moderator overseeing Virginia Criminal Information Network Special Interest Group. Upon review, you will receive a response from the SIG's moderator via e-mail.

H. After you have received approval from the moderator you may click on "Member Area" to get access to data available to members.

VIII. LEO Password Changes

A. The approved LEO user is required to change their password every 90 days at a minimum. Contact the LEO help desk at 888-334-4536 if your have problems connecting to the LEO system.

If you do not access the LEO system at least one time every six months your membership will be canceled by LEO and you will have to re-submit you application to LEO for membership.

B. To change your password, login to the LEO system, then perform the following procedures:

- Look on the left site of the LEO screen under "Services" (listed in yellow print) and click on "Member Services"
- Under "Your LEO Account" click on "Change Your Password"
- Type in your current LEO password, new LEO password, new LEO password confirm and click on submit

X. VCIN/NCIC Publications

A. Criminal Justice Information System (CJIS) Newsletter

1. CJIS newsletters are published semi-annually and can be accessed on the State Police Website (http://www.vsp.state.va.us/) and may be located on the website by clicking on Criminal Justice Services (located on the Law Enforcement Services Tab), than click on Newsletters. The newsletters must be reviewed by all terminal operators.

2. The CJIS newsletters are also available on the FBI's Law Enforcement On-line Website, (http://www.leo.gov/) refer to the FBI's Law Enforcement On-line Website Access in this section of the manual on procedures for accessing the document.

B. VCIN Operating Manuals

The VCIN Operating Manual is available on the FBI's Law Enforcement On-line Website, (http://www.leo.gov/) refer to the FBI's Law Enforcement On-line Website Access in this section of the manual on procedures for accessing the document.

C. NCIC Operating Manual and NCIC Code Manuals

The NCIC Operating Manual and NCIC Code Manual are available on the FBI's Law Enforcement On-line Website, (http://www.leo.gov/) refer to the FBI's Law Enforcement On-line Website Access in this section of the manual on procedures for accessing the document.

D. Required Locations for Operating Manuals

Each terminal location must have access to a complete set of manuals, VCIN, NCIC Operating, and NCIC Code Manuals, installed on each terminal. If the terminal is a computer interface terminal, (CAD, mobile, etc.) the manuals may be installed on the server were each terminal on the interface may access the manuals at any time.

X. Disciplinary Guidelines for Misuse of the NCIC/VCIN System

A. Statement of Purpose

1. The purpose of this policy is to establish an effective process for correcting unacceptable performance relating to the operation of the VCIN/NCIC system.

2. When multiple offenses arise from the same act, the most serious offense will be addressed under this procedure.

B. Corrective Action

1. Corrective action will apply to agencies and individuals alike.

2. VCIN will consider an agency as contributing to any violations committed by the agency's employees when it is determined that:

   a. An agency lacked proper management procedures to enforce the provisions of the Membership Agreement;

   b. An agency knowingly permitted violations to occur, or encouraged employees to commit violations.

C. Suspension Periods/Revocation

1. Suspension of the unlawful accessing and/or dissemination of criminal history information shall not exceed 6 months for the first offense.

2. Suspension for the failure to comply with policies pertaining to system security as set forth in the VCIN Operating Manual, Section II, shall not exceed 60 days for the first offense.

3. Suspension for the failure to comply with policies pertaining to the system operation as set forth in the VCIN Operating Manual, Section I, shall not exceed 30 days for the first offense.

4. The penalty for a subsequent violation occurring within 24 months of the original violation may be twice that specified for the original violation. However, a second violation of the unlawful accessing and/or dissemination of criminal history information as set forth in section 19.2 - 389, Code of Virginia, will be grounds for revocation.

5. A third violation within 24 months of the original violation will be grounds for revocation.

6. The certification of any terminal operator convicted of a felony or serious misdemeanor shall be revoked.

7. The certification of any terminal operator charged with any felony or with a misdemeanor alleging the unlawful dissemination of criminal history record information or a computer crime as defined by law may be suspended pending the adjudication of the offense.

8. The certification for a person under an investigation for an offense that may lead to a felony or serious misdemeanor charge may be suspended pending the outcome of the investigation.

8. Incidental to any suspension of a terminal operator for a period of six months or more, the operator will be required to attend and successfully pass the basic operator's course for the level of certification requested, prior to reinstatement. This will not apply to terminal operators employed by an agency, when the agency was suspended for six months or more, if the operator was not involved in the violation, or if involved, was not suspended for six months or more.

D. Exceptions

1. When mitigation permits, in lieu of suspension/revocation, the person acting on the suspension/revocation may elect to restrict an agency's terminal access to certain VCIN/NCIC files for a period not to exceed the maximum suspension period specified for the particular violation of policy.

2. When an agency is suspended or its file access is restricted, the Criminal Justice Information Services Division Commander may order the agency's records removed from the system.

    a. The effected agency may enter into a Non-Terminal or a Holder of the Record agreement with a VCIN member agency.

    b. The agency will continue to be responsible for all records entered into the system as set forth in the applicable agreement and will permit record audits as set forth in the VCIN audit procedures.

3. No operator or agency will be reinstated after a revocation or a suspension of six months or more until they have requested reinstatement, in writing, to the Criminal Justice Information Services Division Commander. If denied reinstatement, the agency may not reapply for six months after the date of notification of denial.

E. Reinstatement

1. Upon receipt of a written request for reinstatement, the Criminal Justice Information Services Division Commander shall evaluate the actions taken by the agency or individual to correct any discrepancies that contributed to the original suspension.

    a. This review will also include any recommendations for reinstatement or denial made by the VCIN staff.

    b. A determination shall be made or a response to the request shall be made, in writing, within 30 days of receipt of the agency's written request for reinstatement. If the Criminal Justice Information Services Division Commander requires more than 30 days to make a decision regarding reinstatement, he/she shall notify the requester within 30 days of the request, stating the length of time needed to make a determination.

2. The Criminal Justice Information Services Division Commander may, for good cause, refuse to reinstate any agency or individual after the time of suspension has elapsed.

F. Procedure

1. Suspensions may be affected by the VCIN supervisor (First Sergeant) or VCIN sworn employee of a higher rank. Before any suspension can be affected, the individual/agency will be given the opportunity to meet with the member of the VCIN staff designated to act on the suspension.

    a. This meeting will be for the purpose of reviewing the facts involved, reviewing any additional information from the individual/agency, and considering any mitigating circumstances.

    b. Any individual/agency may respond in writing prior to or in lieu of this meeting.

2. The person acting on the suspension shall notify the individual/agency of the decision within ten days.

3. Should the individual/agency fail or refuse to meet within the time parameters set by the person designated to take the appropriate action, the person taking the action shall notify the agency/individual in writing within ten days of the action that has been taken by VCIN.

4. Disciplinary action taken by VCIN may be appealed to the Criminal Justice Information Services Division Commander within the times set forth in the written notification of action taken.

    a. Any such appeal shall be made within ten days of the effective date the corrective action is imposed.

    b. This time constraint may be extended by the Criminal Justice Information Services Division Commander.

5. Notwithstanding the above regulations, when the allegations are of such a nature as to cause a reasonable belief that the circumstances, if left uncorrected, are likely to jeopardize the security of the VCIN/NCIC system, or be a danger to officer or public safety, the Criminal Justice Information Services Division Commander or his designee may immediately suspend the individual/agency. This suspension shall not exceed ten days, pending an investigation to determine if probable cause exists to continue the suspension or take other corrective action.

XI. Basic Training of Terminal Operators

A. Levels of Training

There are four levels of training for terminal operators. Level A is for an operator who performs entries, modifies, locates, clears, and cancels transactions on the wanted files, and queries the wanted and other data files. Level B is an operator who only makes inquiries, including criminal history, into the computer system and never updates the files. Level C is an operator who only operates a mobile terminal or uses a terminal without criminal history capability. Level D is for an agency assigned a NLETS ORI.

All persons defined as terminal operators must within six months of employment, attend and complete a VCIN basic course of instruction.

All persons defined as terminal operators must be a **United States citizen** or have been a lawful **resident** of the United States for the **past 10 consecutive** years and employed by a criminal justice agency prior to applying for certification.

Level A operators must attend a 24-hour course consisting of lecture and testing. A score of 75 must be obtained on each test to be certified as a level A operator.

Level B operators must attend a -12-hour course and obtain a score of 75 on the test to complete the course.

Level C operators must attend a course of approximately 4 hours of lecture and testing. A score of 75 must be obtained to pass.

Level D operators must attend a course of approximately 2 hours of lecture and testing. A score of 75 must be obtained to pass.

Prior to attending a VCIN certification class the criminal justice agency employees **should** have a **minimum of 1 week hands on training** with the **VCIN terminal**. The criminal justice agency must contact the VCIN administrative office at 804-674-2144 or send an e-mail to vcin.training@vsp.virginia.gov with the VCIN trainee's user ID and date of hire or the date that they will start their VCIN training, if it is an existing employee.

A student may operate a VCIN terminal, up to 6 months, as a trainee as long as there is **a certified operator with the trainee**. No VCIN terminal may be operated without a certified operator present.

The certifications will be valid for two years and may be transferred to another Virginia agency, if operator changes places of employment. If operator is certified as a level B operator and changes to a position that updates the wanted files (enter, modify, locates, clear, cancel), that operator will be required to attend the second 12-hours of the training and obtain a score of 75 to be certified as a level A operator.

All Mobile Terminal Operators (MDTs or MCTs) must complete one of the following training courses to operate a mobile terminal connected to the NCIC/VCIN system.

1. Level A or B certification class taught by an approved VCIN instructor.

2. Level C class taught by an approved VCIN instructor

    a. Persons receiving Level C training must obtain a minimum score of 75 to be MDT/MCT certified.

    b. Level C certified operators will have inquiry access to all data files except criminal history.

    c. The agency must provide hands on training in addition to the lesson plan.

    d. A list of the certified operators with their uniquely assigned user identification (userid) and scores shall be submitted to the VCIN administrative office.

    e. Records of training and testing shall be maintained at the certified operator's place of employment.

    f. Records must be available for audit upon request.

B. Reporting of New Terminal Operators or Change of Operator's Name or Employment Status

All agencies are required to report to the VCIN Administrative Office the name, uniquely assigned user identification (userid)., and date of employment of all new operators assigned to operate the terminal accessing NCIC and VCIN files. A notification must also be sent to the VCIN Administrative Office when an operator changes his/her name or employment status. The notification may be sent by mail to the Criminal Justice Information Services Division (CJIS), P. O. Box 27472, Richmond, Virginia 23261-7472 or by sending an e-mail to vcin.training@vsp.virginia.gov, or fax to 804-674-6704.

Prior to starting the training, the agency shall send a letter to the VCIN administrative office by U.S. mail or by sending an e-mail to vcin.training@vsp.virginia.gov, or fax to 804-674-6704 with the name, uniquely assigned user identification (userid)., and date of hire for each new employee. The operator will be added to the data base with a six (6) month access to the system and will be updated to a two year expiration after they successfully completed the VCIN class. If they are not certified within the six months, their access will be canceled.

C Reporting of the Termination of Employment of a VCIN Certified Operator

A notification must also be sent to the VCIN Administrative Office when an operator is no longer employed by your agency. The letter from the agency head may be sent by mail to the Criminal Justice Information Services Division (CJIS), P. O. Box 27472, Richmond, Virginia 23261-7472 or by an e-mail to vcin.training@vsp.virginia.gov, or fax to 804-674-6704 **within 10 working days.**

D. Scheduling of Terminal Operators Classes

Certification classes conducted by state police instructors will be scheduled through a regional academy or by the VCIN training staff.

If the operator attends a VCIN class at a regional academy, taught by an approved VCIN instructor, and obtains at least a test score of 75, he/she will be certified.

The VCIN Administrative Office will schedule classes on an as needed basis around the state.

Agencies will be notified by letter or by administrative message through the VCIN terminal, when a class is scheduled.

E Recertification of Terminal Operators

Certifications for Level A, B, C, and D will expire two years from the date of last certification. Example: Certification or recertification on, January 6, 20011 will expire January 6, 2013 at 1 minute after midnight. Under no circumstance will a grace period be authorized. If the operator fails to be recertified prior to the expiration date, they will have 90 days to attend a recertification class before they will have to repeat the basic class. During these 90 days they will not be able to access the NCIC/VCIN system. A score of 75 must be obtained to pass recertification Levels A, B, C, and D.

All persons attending a recertification class must be employed by a criminal justice agency.

Level A or B certified operators must attend a level A or B recertification class to retain that level of certification. If they attend a level C recertification class their level of certification will be **lowered** to level C.

Level C operator must attend a level C recertification. If they want to **upgrade** their certification to A or B, they have to attend that level of basic class to upgrade their certification.

F. Dress Code for Classes at State Police Academy

Persons attending classes at the State Police Academy must be properly attired. Academy rules prohibit the wearing of jeans, T-shirts, shirts without collars, shorts, sweatshirts, sweat pants, and tennis shoes. Persons dressed in violation of the dress code will be dismissed from class.

G Dress Code for Classes at all other Academies

Please contact the academy you are attending for their specific dress codes.

XII VCIN User Agency Training Policy

A. VCIN agencies with DCJS/VCIN Certified Instructors are authorized to provide Level A, B, and C VCIN training. Agencies are authorized to provide VCIN basic classroom training and re-certification classes to their agency's personnel or any other agency within the state of Virginia

B. The Department of State Police reserves the right to suspend or revoke, for just cause, an Agency's VCIN instructor's certification.

C. Classes Scheduled by Criminal Justice Agencies (state, local or federal)

Agencies **must notify** their **VCIN Field Representative by e-mail** 30 days prior to providing any VCIN training classes and shall permit a VCIN section representative to attend and monitor the class. If an emergency training need should arise, the 30-day requirement can be waived with the approval of the VCIN representative or the VCIN first sergeant.

If you do not know your VCIN Field Representative 's e-mail address, contact the VCIN administrative office at 804-674-2144 or send an e-mail to vcin.training@vsp.virginia.gov for the information.

D VCIN INSTRUCTOR REQUIREMENTS

All instructors must be a DCJS certified general instructor and must be level A operator with one-year experience and have scored a minimum of 85 on their Level A test. In addition, each instructor must have successfully completed the Virginia State Police, 40-hour VCIN basic instructor course with an average score of 85 on all of the tests. The instructor must also attend and successfully complete a yearly VCIN instructor re-certification.

Instructors must instruct a minimum of 12 hours each year in basic or recertification classes in A, B, or C level classes starting January 1, 2014. The instructor may team teach with another instructor.

Starting with the 2015 Instructor recertification class, the instructor must turn in documentation that they taught at least the minimum of 12 hours within the last year, this documentation will be a copy of the student sign-in sheet.

Any certified instructor who fails this minimum requirement will have their instructors status canceled and will no longer be authorized to certify or recertify a VCIN operator.

E. Operator Certification Requirements

Operators must attend the entire class for the desired level of certification A, B, or C. Operators should review NCIC Operating Manual, VCIN Manual, and NCIC Code Manual for the desired level of certification, (A, B, or C) before attending a VCIN certification class. Each operator must complete a test for each certification level with a score of 75 or better.

F . Instructor Procedures

Instructors are responsible for instructing the training class in compliance with the requirements for each respective level. Instructors are responsible for administering the class, grading, and recording all test results. A copy of the VCIN Operating Manual, NCIC Operating and Code Manuals, lesson plans, tests, and sign-in forms to log the operator's name, user id and test scores are located on NCIC's LEO site. Refer to "FBI's Law Enforcement on Line Website access" on the table of contents of this section for information how to access the LEO site.

G Restriction on Use of Records in the VCIN Network for Training and Testing System

Persons who have access to the VCIN system are restricted from using their own information or any other person(s) information to access the system for training, testing or for any other noncriminal Justice purpose.

The following test records are available for training or testing:

Virginia DMV files: SOC/T11111111 or SOC/D16700000795,
NAM/WORKRECORD**,**TEST PURPOSE**.**DOB/19530228**.**SEX/M
NAM/STRINGBEAN,LEROY TESTRECVSP.DOB/19480916.SEX/M
Records with test images SOC/T16700185 and T16700342

CCH Files: NAM/RECORD,PAUL U.SEX/M.RAC/B.DOB/19540710
SID/VA557463
Juvenile Test Record SID/VA557462

Vehicle: LIC/FPX302.LIS/VA.LIT/PC

For the wanted/missing persons, protective order, violent gang, and concealed weapons permit files use the following identifiers.
NAM/STRINGBEAN,LEROY BUBBA.SEX/M.RAC/W.DOB/19480916

Access to Certified Operator's File

An agency may obtain a complete list of their operators by ORI number. This list will be in alphabetic order displaying the original certification date, recertification date, operator's name, a miscellaneous field, and level of certification. The miscellaneous field will show if the operator has been placed in an inactive status (no longer uses a terminal).

The computer is programmed to edit the ORI with the requesting terminal's ORI. For law enforcement agencies, (ORIs that end in a numeric character 0 through 9), the first seven (7) characters must be the same as the requesting terminal. For non-enforcement agencies (ORIs that end in a letter A through Y) all nine (9) character must match the listed ORI number.

The file may also be accessed by using the operator's uniquely assigned user identification (userid) and may be used by a certified operator to see when their certification expires.

Formats

QOPL**.**REQUESTING ORI**.**ORI/ or QOPL**.**REQUESTING ORI**.**SOC/

Example by ORI

QOPL**.**VAVSP0000**.**ORI/VAVSP0000

0130 00000 0740
VCIN REPLY

VCIN CERTIFIED OPERATORS

CERTIFICATION DATE	RE-CERTIFICATION DATE	OPERATORS NAME	MISC FIELD	CERT LEVEL
04/10/98	04/07/08	DOE, JOHN ADAM		A
10/08/97	10/17/08	SCOTT, LEROY	INACTIVE	B

MRI 41628 IN: UNQ1 11583 AT 30JAN2001 07:40 OUT: HOWL 1 AT 30JAN2001 08:31

Example by User ID Number

QOPL**.**VAVSP0000**.**SOC/111223333

0130 00000 0740
VCIN REPLY

VCIN CERTIFIED OPERATORS

CERTIFICATION DATE	RE-CERTIFICATION DATE	OPERATORS NAME	MISC FIELD	CERT LEVEL
04/10/98	04/07/08	DOE, JOHN ADAM		A

MRI 41628 IN: UNQ1 11583 AT 30JAN2001 07:40 OUT: HOWL 1 AT 30JAN2001 08:31

I. VCIN RECORD KEEPING REQUIREMENTS FOR TRAINING

1. Prior to providing Basic Classroom Training, agency instructors must certify to the CJIS Division, VCIN section, that all personnel attending any VCIN Basic Classroom Training have successfully completed an FBI/VSP fingerprint background check.

2. Prior to providing re-certification training, agency instructors must certify to the VCIN Section that personnel attending re-certification training are eligible for re-certification.

3. The agency instructor must maintain their VCIN training records for as long as there is a chance of criminal or civil action being filed against an operator or agency. The VCIN Section Representative shall be permitted to inspect and audit those records during normal business hours.

4. Training records must contain the lesson plans, all tests taken by students, and the following information for all individuals successfully completing any training programs:

   a. The agency's name
   b. The instructor's name
   c. Student's name
   d. Student's uniquely assigned user identification (userid)
   e. Level of certification (A, B, orC)
   f. Date of class
   g. Score of student

5. At the end of each basic training or re-certification class, the agency must submit to the VCIN Administrative Office on the original sign-up sheet with all of the above information. **This information must be sent to the VCIN office immediately to e-mail address vcin.training@vsp.virginia.gov, or fax to 804-674-6704**. The operator will not be able to access the VCIN system until this data is entered into the system by the State Police Administrative staff**.**

6. Send a letter to the agency head of any agency involved with only their operators and their pass or fail status.

XIII. Terminal Agency Coordinator (TAC) Requirements

The terminal agency coordinator is responsible for compliance with VCIN/NCIC rules and regulations including validation of the wanted file records as prescribed in the VCIN manual, File Transactions section.

Responsibilities include ensuring a copy of the current VCIN/NCIC Operating Manuals and NCIC Code Manual are obtained from the VCIN-VSP Special Interest Group (SIG) on Law Enforcement Online (LEO) http://www.leo.gov/ and installed on all of the terminals that have VCIN access. It is also TAC's responsibility to obtain and distribute to all VCIN Operators a copy of the VSP CJIS Newsletter and other information distributed by the VCIN office through LEO, the Virginia State Police web site, http://www.vsp.virginia.gov/ or by other means, i.e. email, direct mailing, etc. The TAC should be in a supervisory capacity and have direct contact with the agency's VCIN/NCIC daily operation. The TAC will serve as the agency liaison with the VCIN staff.

The responsibilities also includes the ones that are listed under "CJIS Security Policy – Security Addendum for Contract Employees/Vendors" section of the VCIN Manual.

XIV. Audit of the VCIN System and Member Agencies

A. The State Police Audit section will audit all VCIN agencies every three years. The audit will consist of the following:

1. The administrative operation of the VCIN system to include the contracts, manuals, certified operators, instructors, retention of records, HIT confirmation procedures, etc.
2. Criminal history requests and record keeping of secondary dissemination including a survey of criminal history inquiries to determine the specific reason for the request.
3. Wanted Person, Protective Orders, and property entries into the NCIC and/or VCIN files. Ten percent of your entries will be checked with a minimum of ten records in each category. If less than ten are on file, all will be checked.
4. Missing Person entries into NCIC/VCIN missing person files. Ten percent of your entries will be checked with a minimum of twenty. If less than twenty are on file, all will be checked.
5. Any other file that is required in keeping with the integrity of the NCIC/VCIN system.

B. The agency being audited shall have the following on site at the time of audit:

1. An up-to-date investigative report for all stolen property being audited.

2. The original warrant, capias or other legal document for each wanted person entered into the wanted files. If the warrant, capias or other legal document was mailed to another agency for service, the copy of the warrant must be on hand with a warrant control form to show where the warrant was sent. (See Wanted Person section of the VCIN Manual for example.) A contact and telephone number must be available to the audit team to call to verify the warrant status.

3. For Missing Persons an up-to-date investigative report and signed documentation, i.e., SP-183 for Juveniles.

   All investigative report and SP-183 must be date and time stamped when received.

4. The original or a copy of the Protective Order (both front and back of the Protective Order) must be on file at the agency. If the order has been served, all of the served information must be filled out on the back of the form.

C. Audit discrepancies will be divided into three categories:

1. Category 1 - Serious errors that would not generate a positive response (HIT), thereby affecting the safety of officers and the general public.

a. Entries without supporting documentation or documentation does not support entry.
b. Entries entered incorrectly when an inquiry would not HIT on the record, i.e. incorrect vehicle identification number (VIN), date of birth (DOB), social security number available, but was not entered in the record, etc.
c. Person or property apprehended, located, or recovered and not removed from the NCIC and/or VCIN system.
d. Felony warrants and capias not entered into NCIC and VCIN wanted person files or there was a delay of entry of over 72 hours and Protective Orders that were not entered on the day of issuance.
e. All parties on the Protective Orders are not entered
f. Missing children not entered within 2 hours after the SP-183 has been signed.

2. **Category 2** – Errors not as serious as Category 1, however, the discrepancy effects the overall accuracy and effectiveness of VCIN system.

   a. Entries that omitted data that would not result in an agency not receiving a positive response (HIT) on an inquiry, .i.e. no vehicle model code when one was available, no service date entered on a Protective Order when the order has been served or service date was entered but the order had not been served.
   b. Entries with incorrect data entered into non-searchable fields, i.e. height entered as five feet and six inches "506" and warrant shows five feet and ten inches "510.".
   c. All other errors where the inquiry would not miss a HIT because of the error.
   d. Failure to log secondary criminal history dissemination or non-traceable attention fields, or improperly disseminating a criminal record.
   e. Criminal history inquiries with the rank or title left off when the requester has an appropriate rank or title and this information is needed to identify to recipient of the record.

3. **Category 3** – Any errors noted to be discussed and corrected, however, not serious enough to be a Category 1 or 2. Also included in this category are improperly logged secondary dissemination and incomplete attention fields that can otherwise be traced.

D. A letter outlining the audit results will be sent to the agency head upon completion of the audit and review. If there are discrepancies, the VCIN field representative will return and review the discrepancies with the agency head and/or his/her representative. Upon completion of the review, the VCIN field representative will file a report to the VCIN Administrative office.

E. Each agency will be required to obtain a minimum 70% compliance in each of the categories and have no more than one serious error overall. Only Category 1 and 2 discrepancies will be used to determine percentage.

F. If it is determined that the audit results do not meet the requirements, the agency will be scheduled for a re-audit within six months. The re-audit will involve the following:

   1. The same type and amount of records as required during the primary audit will be checked in the entry category that was not in compliance. Entry categories that received 70% compliance and no serious errors in the first audit will not be re-audited.

   2. The agency will be required to obtain a minimum of 80% compliance in each of the categories and have no serious errors.

   3. If it is determined that the second audit results of an agency's records are not in compliance with the VCIN requirements:

      a. A meeting will be scheduled between the VCIN Lieutenant and the Agency Head to discuss the problems in the audit.
      b. Another audit will be scheduled within 60 days of the meeting.

   4. If it is determined that the third audit results of the agency's records or criminal history records are still not in compliance with the re-audit requirements, the agency may be restricted to the following:

      a. The agency's wanted record entry/update capability will be canceled.
      b. The agency will have to enter into a written agreement with another terminal agency to enter and update their records.

c. The agency's criminal history capability will be canceled.
d. The agency must request their criminal histories through another terminal agency.

5. The VCIN section will also notify the local governing body (City Council or County Board of Supervisors) regarding the agency's ability to maintain accurate records and certain liability issues.

G. Every three years the VCIN Administrative office will be audited by the FBI/NCIC audit staff for compliance with NCIC policy, contract, etc. A part of this audit will consist of NCIC auditing 10 to 20 Virginia state and local agencies for compliance.

XV. Off-Line Searches

A. Off-line searches of traffic that was transmitted or received through the state (VCIN) and national (NCIC or NLETS) computer systems are available to VCIN agencies and any other criminal justice agencies for investigations upon written request to the VCIN Administrative Office. The written request **must** be on the **agency letterhead**. The Letter must contain the date range of the search, data to search on, and reason for the search. The request may be mailed to the address below or faxed to the fax number below. The results of the search will be forwarded by mail to the agency head.

Example:

Request an off- line search on any inquiries on Virginia license plate FPX302 from May 1, 2010 through December 31, 2010 for an internal investigation on possible misuse of system.

Mail request to the VCIN Administrative Office
Criminal Justice Services Division
P.O. Box 27472
Richmond, Virginia 27472
Tele: 804-674-2630
Fax: 804-674-6704

B. Once the requested information has served the purpose for which it was obtained, the printout must be destroyed. If the agency discovers any violations of NCIC/VCIN polices related to:

1. The unauthorized accessing of any criminal justice information obtained from the VCIN system.

2. The unauthorized dissemination of any criminal justice information obtained from the VCIN system.

3. The agency must report those findings to the:

VCIN Administrative Office
Criminal Justice Services Division
P.O. Box 27472
Richmond, Virginia 27472
Tele: 804-674-2630
Fax: 804-674-6704

VIRGINIA DEPARTMENT OF STATE POLICE
Criminal Justice Information Services Division

VIRGINIA CRIMINAL INFORMATION NETWORK USER AGREEMENT
COMPUTERIZED CRIMINAL HISTORY USER AGREEMENT

T0: SUPERINTENDENT, VIRGINIA STATE POLICE

This agreement between the Virginia Department of State Police and the agency listed below is approved for the sole purpose of transmitting and receiving criminal justice information for criminal justice use only.

I, the undersigned, am applying on behalf of the applicant agency*, for permission to establish a communications terminal on the Virginia Criminal Information Network to perform law enforcement transactions and messaging. I understand that one (1) telecommunications line, or managed service contract for an applicant agency providing their own telecommunications capability, will be provided as required by the Code of Virginia, by the Department of State Police.* I also understand that a representative of the Department of State Police will conduct on-site visits* to ensure compliance with the provisions of this agreement. If permission is granted, I agree to comply with the following standards and conditions:

1. To comply with all federal and state laws, rules, and regulations pertaining to all terminal devices accessing VCIN; all rules, procedures, and policies adopted by the Superintendent of the Virginia State Police, all rules, procedures, and policies approved by the NCIC* Advisory Policy Board and adopted by the Director of the FBI,* and all NLETS* regulations and procedures.

2. To comply with Section 19.2-390, Code of Virginia, requiring the entry of all felony warrants or legal documents into the VCIN and NCIC systems within 72 hours of receipt.

3. To comply with Sections, 16.1-253, 16.1-253.1, 16.1-253.4, 16.1-279.1, 19.2-152.8, and 19.2-152.9, 19.2-152.10, Code of Virginia, requiring the entry of protective orders into the VCIN system upon receipt.

4. To comply with Section 15.2-1718 and 52-32, Code of Virginia, requiring the immediate entry of missing children information into the Virginia Criminal Information Network and National Crime Information Center, and reporting information to the Virginia Missing Children Clearinghouse.

5. To Comply with Section 52-8.6, Code of Virginia, related to Criminal Street Gang Reporting requiring the entry of the person's name and other appropriate gang-related information required by the Department of State Police into the Virginia Criminal Information Network system known as the Organized Criminal Gang File and National Crime Information Center Violent Gang and Terrorist Organization File, as soon as practicable after determining that a person is a member of an organized criminal gang.

6. To locate all terminal equipment so as to eliminate the possibility of unauthorized persons having access to any information received by my agency.

7. To make no changes in the location of any terminal device or discontinue or alter service unless written permission is granted in advance by the Superintendent of the Virginia State Police or his designee.

8. To provide sufficient authorized, screened, and certified operating personnel to attend and operate terminal equipment during the entire period for which the equipment is authorized to be activated, either as a non-limited or limited service terminal.*

9. To require any person permitted terminal access by my agency, to be a certified VCIN terminal operator with a level of certification equal to or higher than the access being requested.

10. To require any person permitted terminal access by my agency to have completed an FBI/CCRE fingerprint criminal background check.

11. To ensure the records entered by my agency into the VCIN/NCIC systems are valid, complete, and up-to-date and to ensure that all entries into these systems have a second party cross-check performed by a certified VCIN operator to ensure accuracy of records.

**** See definitions for further explanation***

12. To require a supplemental agreement as provided by VCIN between my agency, non-member agency, or limited service member agency without entry capability when entering, locating, clearing or canceling any records on behalf of the above mentioned type of agencies.

13. To assume all costs for terminal and telecommunications equipment and all costs connected with the installation, movement, and operation of such terminals as outlined in Section 52-14, Code of Virginia. I understand that failure to fully comply with any of the terms of this agreement will result in termination of said agreement.

14. To pay the costs for any VCIN terminals or circuits provided to emergency communications centers where the applicant agency exercises management control and authority over the VCIN terminals.

15. The signatory VCIN user agency further agrees to comply with the additional requirements related to Criminal History Record Information as follows:

    (A) To limit access to the criminal history information furnished pursuant to this agreement only to those individuals and agencies that are authorized to receive criminal history record information. Under no circumstances will information be provided to non-criminal justice agencies.

    (B) To comply with all federal and state laws, rules, and regulations pertaining to the dissemination and use of criminal history record information including, but not limited to, Section 19.2-389 and 9.1-128, Code of Virginia.

    (C) To exercise any required security measures relating to information use, terminal location, computer interface configuration and, qualifications and number of system related personnel in compliance with the rules, procedures, and policies approved by the Superintendent of the Department of State Police and the Director of the FBI.

    (D) To maintain a log of all secondary dissemination of criminal history record information to any criminal justice agency, when such information is released outside of the applicant agency to another criminal justice agency.

    (E) To comply with the retention and storage requirements of CJIS and DMV data, limiting the storage of VCIN/NCIC queries and responses to no more than 300 characters in Computer Aided Dispatch transaction logs and; that any Criminal History Record Information will be retained no longer than the required usage for an investigative purpose.

16. The Department of State Police agrees to furnish the applicant agency* such criminal history record information and other criminal justice information as is available in the computerized VCIN* files and further agrees to transmit such criminal history record information as is available through the FBI/NCIC* and NLETS* interfaces in keeping with VCIN system capabilities.

17. To immediately report in writing to the Department of State Police, VCIN Section, any violations of VCIN/NCIC policies relating to the unauthorized accessing of, or unauthorized dissemination of any criminal justice information obtained from the VCIN system.

18. The Department of State Police reserves the right to approve all security measures exercised by the applicant agency. The Department of State Police further reserves the right to immediately suspend furnishing any information provided for in this agreement to the applicant agency when any rule, policy, or procedure adopted by the Superintendent of the Department of State Police or the Director of the FBI, or any state or federal law, rule, or regulation applicable to the security and privacy of criminal justice information is violated or appears to be violated. The furnishing of such information may be reinstated when inspection indicates that such violation did not occur or was corrected.

19. To comply with the by-laws of the Virginia Criminal Information Network Advisory Policy Board, Section 11.5, agreeing to have at least one representative from each agency attend the VCIN regional meetings.

20. To comply with NCIC/VCIN Security Policy requirements to include: verification of encryption by providing a copy of the FIPS 140-2 Certificate identifying application layer compliance, network diagram, to include the relationship of your agency to the Internet and Virginia Criminal Information Network, and compliance with established wireless policy guidelines.

The following documents are incorporated by reference and made part of this agreement:

- *VCIN Operating Manual;*
- *NCIC Operating and Code Manual;*
- *FBI CJIS Security Policy (current version)*
- *Title 28, Code of Federal Regulations, Part 20 and*
- Other relevant documents to include VCIN Terminal Requirements, *VCIN/NCIC Technical and Operational Updates, CJIS Newsletters, etc.*

*** DEFINITIONS APPLICABLE TO THIS AGREEMENT**

1. APPLICANT AGENCY - A criminal justice agency as defined by Section 9.1-101, Code of Virginia, 1950, as amended or an agency as authorized by the Security Clearance Information Act (P. L. 99-169), or an agency as authorized by the Director of the FBI. A separate VCIN Computerized Criminal History Users Agreement must be executed in duplicate before an agency may be granted access to automated files containing Criminal History Record Information.

2. ON-SITE VISITS - Routine monthly visits by a VCIN Field Representative and the routine biennial audit; however, VCIN reserves the right to conduct visits or audits as frequently as needed to ensure compliance with this agreement.

3. NON-LIMITED SERVICE TERMINAL - A terminal which will be activated 24 hours per day, seven days per week.

4. LIMITED SERVICE TERMINAL - A terminal which will be activated and deactivated by the VCIN Control Center located at the Department of State Police Administrative Headquarters. Limited service terminals will be made operational between 0000 and 2400 hours every day, or other hours specified. Limited service terminals must be attended as required by Paragraph 8 of the VCIN User Agreement during operational hours when the terminal operator is signed on to the VCIN Network.

5. FBI - Federal Bureau of Investigation
   NCIC - National Crime Information Center
   NLETS - National Law Enforcement Telecommunications Systems
   VCIN - Virginia Criminal Information Network

6. Costs paid by the Department of State Police as required by the Code of Virginia – The Department of State Police will pay the managed service fees for agencies with suitable direct connections to the Internet. If no suitable direct Internet connection is available, the Department of State Police will provide one 56k frame relay circuit at no cost to your agency and your agency will be responsible for the managed service fee. Your agency will be required to arrange a managed service contract through the Virginia Information Technology Agency (as described in the VCIN terminal equipment and communications cost requirements document). Any additional lines requested by your agency and approved by VCIN must be paid by your agency.

As a VCIN user Agency Head connected to the VCIN system, I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by the Department of State Police in order to ensure the compliance with law and established policy, reliability, confidentiality, completeness, and accuracy of all information contained in or obtained by means of the VCIN system. I further acknowledge that a failure to comply with these duties and responsibilities may subject my agency to various sanctions as adopted and approved by the Superintendent of the Virginia State Police. These sanctions may include their termination of VCIN service. I understand that failure to fully comply with any of the terms of this agreement shall result in termination of said agreement.

Typed Name of Agency Head

Typed Name of Agency

Signature of Agency Head Date

APPROVED:

Superintendent, Virginia State Police Date

AGENCY ADDRESS

MAILING ADDRESS (IF DIFFERENT)

Zip

Zip

Telephone Number: _____ - _____ Agency Head
AREA CODE

_____ - _____ Communication Center
AREA CODE

VIRGINIA DEPARTMENT OF STATE POLICE
Criminal Justice Information Services Division

VIRGINIA CRIMINAL INFORMATION NETWORK USER AGREEMENT

T0: SUPERINTENDENT, VIRGINIA STATE POLICE

This agreement between the Virginia Department of State Police and the agency listed below is approved for the sole purpose of transmitting and receiving criminal justice information for criminal justice use only.

I, the undersigned, am applying on behalf of the applicant agency*, for permission to establish a communications terminal on the Virginia Criminal Information Network to perform law enforcement transactions and messaging. I understand that one (1) telecommunications line, or managed service contract for an applicant agency providing their own telecommunications capability, will be provided as required by the Code of Virginia, by the Department of State Police.* I also understand that a representative of the Department of State Police will conduct on-site visits* to ensure compliance with the provisions of this agreement. If permission is granted, I agree to comply with the following standards and conditions:

1. To comply with all federal and state laws, rules, and regulations pertaining to all terminal devices accessing VCIN; all rules, procedures, and policies adopted by the Superintendent of the Virginia State Police, all rules, procedures, and policies approved by the NCIC* Advisory Policy Board and adopted by the Director of the FBI,* and all NLETS* regulations and procedures.

2. To comply with Section 19.2-390, Code of Virginia, requiring the entry of all felony warrants or legal documents into the VCIN and NCIC systems within 72 hours of receipt.

3. To comply with Sections, 16.1-253, 16.1-253.1, 16.1-253.4, 16.1-279.1, 19.2-152.8, and 19.2-152.9, 19.2-152.10, Code of Virginia, requiring the entry of protective orders into the VCIN system upon receipt.

4. To comply with Section 15.2-1718 and 52-32, Code of Virginia, requiring the immediate entry of missing children information into the Virginia Criminal Information Network and National Crime Information Center and reporting information to the Virginia Missing Children Clearinghouse.

5. To Comply with Section 52-8.6, Code of Virginia, related to Criminal Street Gang Reporting requiring the entry of the person's name and other appropriate gang-related information required by the Department of State Police into the Virginia Criminal Information Network system known as the Organized Criminal Gang File and National Crime Information Center Violent Gang and Terrorist Organization File, as soon as practicable after determining that a person is a member of an organized criminal gang.

6. To locate all terminal equipment so as to eliminate the possibility of unauthorized persons having access to any information received by my agency.

7. To make no changes in the location of any terminal device or discontinue or alter service unless written permission is granted in advance by the Superintendent of the Virginia State Police or his designee.

8. To provide sufficient authorized, screened, and certified operating personnel to attend and operate terminal equipment during the entire period for which the equipment is authorized to be activated, either as a non-limited or limited service terminal.*

9. To require any person permitted terminal access by my agency, to be a certified VCIN terminal operator with a level of certification equal to or higher than the access being requested.

10. To require any person permitted terminal access by my agency to have completed an FBI/CCRE fingerprint criminal background check.

11. To ensure the records entered by my agency into the VCIN/NCIC systems are valid, complete, and up-to-date and to ensure that all entries into these systems have a second party cross-check preformed by a certified VCIN operator to ensure accuracy of records.

**** See definitions for further explanation***

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14. To pay the costs for any VCIN terminals or circuits provided to emergency communications centers where the applicant agency exercises management control and authority over the VCIN terminals.

15. To comply with the retention and storage requirements of CJIS and DMV data, limiting the storage of VCIN/NCIC queries and responses to no more than 300 characters in Computer Aided Dispatch transaction logs.

16. To immediately report in writing to the Department of State Police, VCIN Section, any violations of VCIN/NCIC policies relating to the unauthorized accessing of or unauthorized dissemination of any criminal justice information obtained from the VCIN system.

17. The Department of State Police reserves the right to approve all security measures exercised by the applicant agency. The Department of State Police further reserves the right to immediately suspend furnishing any information provided for in this agreement to the applicant agency when any rule, policy, or procedure adopted by the Superintendent of the Department of State Police, or the Director of the FBI, or any state or federal law, rule, or regulation applicable to the security and privacy of criminal justice information is violated or appears to be violated. The furnishing of such information may be reinstated when inspection indicates that such violation did not occur or was corrected.

18 To comply with the by-laws of the Virginia Criminal Information Network Advisory Policy Board, Section 11.5, agreeing to have at least one representative from each agency attend the VCIN regional meetings.

19. To comply with NCIC/VCIN Security Policy requirements to include: verification of encryption by providing a copy of the FIPS 140-2 Certificate identifying application layer compliance, network diagram, to include the relationship of your agency to the Internet and Virginia Criminal Information Network, and compliance with established wireless policy guidelines.

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- Other relevant documents to include VCIN Terminal Requirements, *VCIN/NCIC Technical and Operational Updates, CJIS Newsletters, etc.*

*** DEFINITIONS APPLICABLE TO THIS AGREEMENT**

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2. ON-SITE VISITS - Routine monthly visits by a VCIN Field Representative and the routine biennial audit; however, VCIN reserves the right to conduct visits or audits as frequently as needed to ensure compliance with this agreement.

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5. FBI - Federal Bureau of Investigation
   NCIC - National Crime Information Center
   NLETS - National Law Enforcement Telecommunications Systems
   VCIN - Virginia Criminal Information Network

6. Costs paid by the Department of State Police as required by the Code of Virginia – The Department of State Police will pay the managed service fees for agencies with suitable direct connections to the Internet. If no suitable direct Internet connection is available, the Department of State Police will provide one 56k frame relay circuit at no cost to your agency and your agency will be responsible for the managed service fee. Your agency will be required to arrange a managed service contract through the Virginia Information Technology Agency (as described in the VCIN terminal equipment and communications cost requirements document). Any additional lines requested by your agency and approved by VCIN must be paid by your agency.

As a VCIN user Agency Head connected to the VCIN system, I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by the Department of State Police in order to ensure the compliance with law and established policy, reliability, confidentiality, completeness, and accuracy of all information contained in or obtained by means of the VCIN system. I further acknowledge that a failure to comply with these duties and responsibilities may subject my agency to various sanctions as adopted and approved by the Superintendent of the Virginia State Police. These sanctions may include their termination of VCIN service. I understand that failure to fully comply with any of the terms of this agreement shall result in termination of said agreement.

Typed Name of Agency Head

Typed Name of Agency

Signature of Agency Head Date

APPROVED:

Superintendent, Virginia State Police Date

AGENCY ADDRESS

MAILING ADDRESS (IF DIFFERENT)

Zip

Zip

Telephone Number: (AREA CODE) - Agency Head

(AREA CODE) - Communication Center

The following pages contain a list of agencies that are a member of the VCIN system with their terminal address and their ORI numbers.

Agency Name

The agencies are listed alphabetical except the state police terminals are listed under State Police, probation/parole is under Probation/Parole, department of corrections is listed under Department of Corrections and airport police is listed under Airport Police Departments.

An asterisk (*) beside the agency name indicates that the agency is a limited service terminal, operational during a set number of hours which is usually 0830 to 1700, Monday through Friday, except state holidays. The hours can be any hours 7 days a week as long as they are the same hours for each of the operating days.

Terminal Address

This is the four character address you will code in to send traffic to the desired agency.

VCIN Group Code

The state is divided into seven (7) groups, VCN1 through VCN7, if you code in the group code, all agencies that are members of the group will receive a copy of the message.

Limited service terminals are not a member of a group or broadcast. If you desire a limited service terminal to receive a copy of your group or broadcast message during the set hours, you must include the limited service terminal address. (example: a message to the VCN2 group and Shenandoah Park Rangers - AM.VCN2,SHPK.)

NCIC ORI

This column contains the ORI for this agency, which is used to obtain data from the automated files throughout the system. You may also obtain the agency address and telephone number by typing in the following:

Format 499

QO.(your ORI).ORI/(the ORI in the last column)

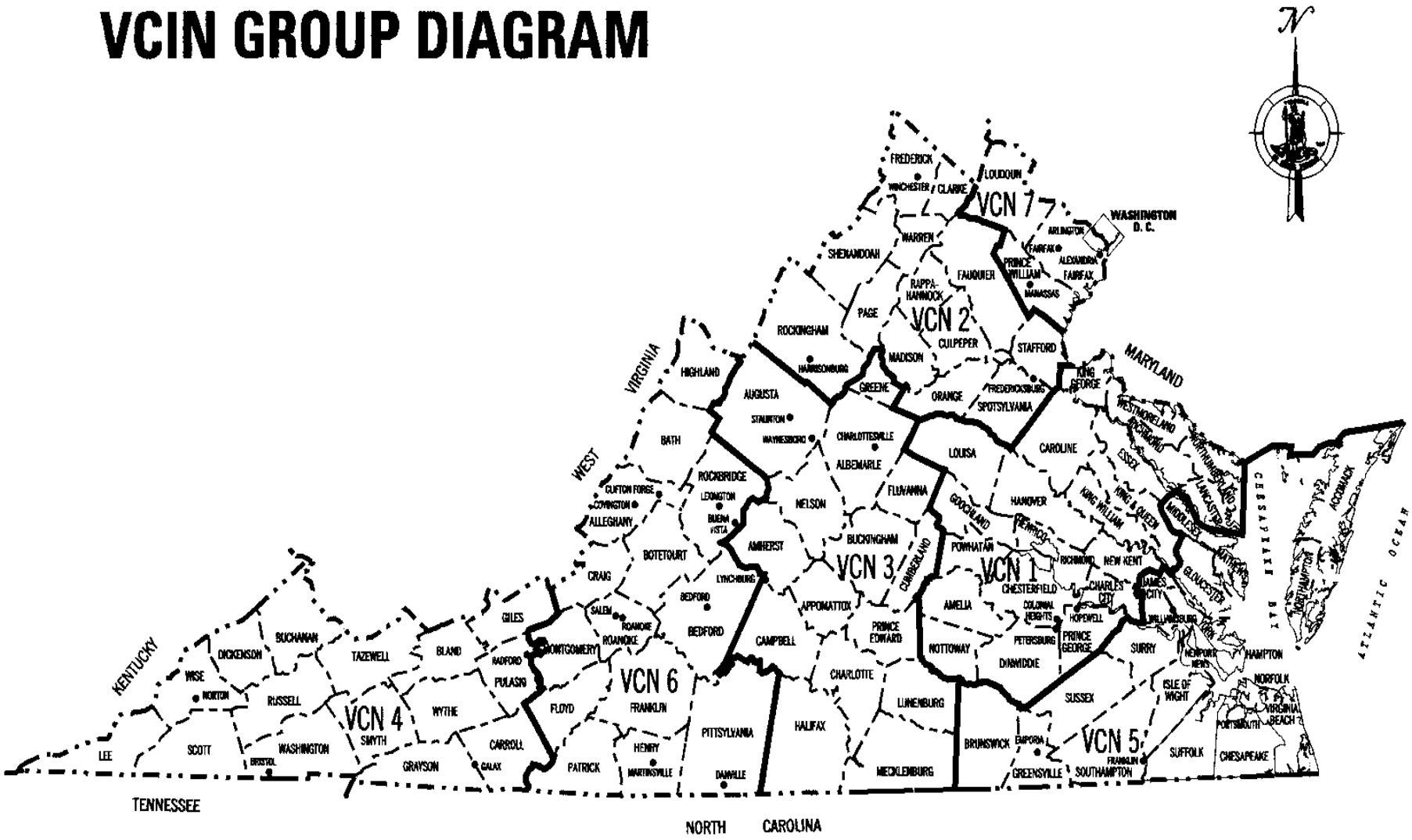
Example

QO.VAVSP0000.ORI/VA1090000

0410 67720 1027
NCIC REPLY
VAVSP0000

ORI/VA1090000 ATR/FREDERICKSBURG PD
TYP/3 CT1/540 373-3122
AN1/FREDERICKSBURG PD
SNA/P O BOX 828 CTY/FREDERICKSBURG STA/VA
ZIP/22401-0828
FOC/DCWF
NLC/0001 TUC/0000 OMC/0000 CDC/0000 DTE/19980526 0000 EDT DLU/120100421

VCIN GROUP DIAGRAM



STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
ACCOMACK COUNTY SO	AKS0	VCN5	VA0010000
ACCOMACK MAGISTRATE	AMAG	----	VA001025J
AIRPORT POLICE DEPARTMENTS			
DULLES INTL AIRPORT	DIAP	VCN7	VAMWA00D0
*NEWPORT NEWS/WILLIAMSBURG AIRPORT PD	NWAP	----	VA1160601
NORFOLK AIRPORT PD	NAPD	VCN5	VA1300900
RICHMOND INTL. AIRPORT	BAPD	VCN1	VA1220400
RONALD REAGAN NAT. AIRPORT	WNAP	VCN7	VAMWA0000
ALBEMARLE COUNTY PD	ALBE	VCN3	VA0020300
Radio	CEOC	VCN3	VA002003N
ALBEMARLE COUNTY SO	ABSO	----	VA0020001
*ALBEMARLE/CHARLOTTESVILLE REGIONAL SECURITY CENTER	ACSC	----	VA002023C
ALEXANDRIA PD			
Radio	ALE1	VCN7	VA0990010
Records	ALE2	VCN7	VA0990020
ALEXANDRIA CITY SO	ALSO	VCN7	VA0990100
*ALEXANDRIA COMM. ATTY.	ALCA	----	VA099011A
ALLEGHANY COUNTY SO	AGSO	VCN6	VA0030000
*AMELIA COMM. ATTY.	ACCA	----	VA004013A
AMELIA COUNTY SO	AMSO	VCN1	VA0040000
AMHERST COUNTY SO	AMCO	VCN3	VA0050000
*AMHERST COUNTY COMM. ATTY.	AMCA	----	VA005013A
*APPOMATTOX COUNTY COMM. ATTY.	APCA	----	VA0060113A
APPOMATTOX COUNTY SO	APSO	VCN3	VA0060000
APPOMATTOX EOC	AE01	VCN3	VA006013N
*ARLINGTON COUNTY COMM. ATTY.	AC44	----	VA007013A

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*ARLINGTON COMMUNITY CORRECTIONS	ARCC	----	VA007003C
*ARLINGTON COUNTY FIRE MARSHALL	ARFM	----	VA0070200
*ARLINGTON CO JUV/DOM. REL. CT.	AC58	----	VA007013J
*ARLINGTON CO GEN. DIST. CT.	AC57	----	VA007023J
ARLINGTON COUNTY PD	ARLG	VCN7	VA0070100
ARLINGTON COUNTY SO	AS04	VCN7	VA0070000
*ASHLAND PD	ASPD	----	VA0420100
*AUGUSTA COMM. ATTY.	AUCA	----	VA008013A
AUGUSTA COUNTY SO	AUGS	VCN3	VA0080000
AUGUSTA COUNTY EOC	AEOC	VCN3	VA008003N
BATH COUNTY SO	BASO	VCN6	VA0090000
BEDFORD BLUERIDGE REGIONAL JAIL	BRRB	VCN6	VA010011C
BEDFORD PD	BDFD	VCN6	VA0100100
*BEDFORD COUNTY COMM. ATTY.	BDCA	----	VA010013A
BEDFORD COUNTY SO	BDS0	VCN6	VA0100000
*BEDFORD JUV/DOM/REL COURT	BJDR	----	VA010023J
*BIG STONE GAP PD	BSGP	----	VA0960200
BLACKSBURG PD	BKSB	VCN6	VA0600100
BLACKSTONE PD	BLAK	VCN1	VA0670100
BLAND COUNTY SO	BLSO	VCN4	VA0110000
BLUEFIELD PD	BLUE	VCN4	VA0920100
*BLUERIDGE COURT SERVICES	BRCS	----	VA126025C
*BLUE RIDGE REG.JAIL BEDFORD	BRRJ	----	VA010031C
BOTETOURT COUNTY SO	BOTE	VCN6	VA0120000

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*BOTETOURT COUNTY COMM. ATTY.	BTCA	----	VA012013A
*BRIDGEWATER COLLEGE PD	BCPD	----	VA082019E
BRISTOL PD	BRST	VCN4	VA1000000
BRISTOL SO	BRSO	VCN4	VA1000100
BRUNSWICK COUNTY SO	BKSO	VCN5	VA0130000
*BRUNSWICK COUNTY COMM. ATTY.	BKCA	----	VA013013A
BUCHANAN COUNTY SO	BUCH	VCN4	VA0140000
*BUCHANAN COUNTY COMM. ATTY.	BUCA	----	VA014013A
BUCKINGHAM COUNTY SO	BCSO	VCN3	VA0150000
BUENA VISTA PD	BVIS	VCN6	VA1010000
CAMPBELL BLUERIDGE REGIONAL JAIL	BRRC	VCN3	VA016013C
CAMPBELL COUNTY SO	CAMB	VCN3	VA0160000
*CAMPBELL COUNTY COMM. ATTY.	CBCA	----	VA016011A
*CAPITAL AREA ASAP RICHMOND	CAAP	----	VA122075Y
CAROLINE COUNTY SO	CARO	VCN1	VA0170000
* CARROLL/GALAX COUNTY COMM. ATTY.	CGCA	----	VA018013A
CARROLL COUNTY SO	CRSO	VCN4	VA0180000
CBN/REGENT CAMPUS POLICE	RCPD	VCN5	VA128049E
*CENTRAL VA COMMUNITY COLLEGE PD	CVCP	----	VA114039E
CENTRAL VA REGIONAL JAIL	CVRJ	VCN2	VA068011C
*CENTRAL VA TRAINING CTR.	CVTC	----	VA0050200
CHARLES CITY COUNTY SO	CYSO	VCN1	VA0190000
CHARLOTTE COUNTY SO	CLSO	VCN3	VA0200000
*CHARLOTTE COUNTY COMM. ATTY.	CCCA	----	VA020013A
CHARLOTTESVILLE PD			
(Radio)	CEOC	VCN3	VA002003N
(Records)	CHRL	VCN3	VA1020000

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*CHARLOTTESVILLE COMM. ATTY.	CCA1	----	VA102011A
*CHESAPEAKE COMM. ATTY.	CKCA	----	VA103011A
*CHESAPEAKE MAGISTRATE	CKMA	----	VA103025J
CHESAPEAKE PD	CKPD	VCN5	VA1030000
CHESAPEAKE SO	CKSO	VCN5	VA1030100
*CHESTERFIELD COMMUNITY CORR.	CCDI	----	VA021013C
*CHESTERFIELD CO COMM. ATTY.	CHCA	----	VA021013A
*CHESTERFIELD CO GEN. DIST. COURT	CGDC	----	VA021013J
CHESTERFIELD COUNTY PD	CHET	VCN1	VA0210100
*CHESTERFIELD COUNTY SO	CHSO	----	VA0210000
CHESTERFIEKD FIRE MARSHALL	CSFM	-----	VA0210200
*CHINCOTEAGUE PD	CTEA	----	VA0010100
CHRISTIANSBURG PD	CHPD	VCN6	VA0600300
*CHRISTOPHER NEWPORT COLLEGE PD	CNPD	----	VA1160400
CLARKE COUNTY SO	CCSO	VCN2	VA0220000
CLIFTON FORGE PD	CFPD	VCN6	VA1040000
*CLINCH VALLEY COMM. CORR.	CVCD	----	VA092013C
*COLONIAL COMMUNITY CORR.	CDIC	----	VA098013C
*COLONIAL HEIGHTS COMM. ATTY.	COCA	----	VA105011A
*COLONIAL HEIGHTS COMMUNITY CORR.	CHCC	----	VA105011C
COLONIAL HEIGHTS			
COLONIAL HEIGHTS PD	CHGT	VCN1/VCN5	VA1050000
*COLONIAL HEIGHTS SO	COLH	----	VA1050100
COVINGTON PD	COVN	VCN6	VA1060000
CRAIG COUNTY SO	CGSO	VCN6	VA0230000

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*CULPEPER CRIMINAL JUSTICE SERVICES	CSMV	----	VA024013C
CULPEPER EOC **(CONFIRMS ALL WANTED FILE HITS FOR THE CULPEPER PD AND SO)**			
SO	CPS1	VCN2	VA024013N
PD	CPS2	VCN2	VA024023N
CULPEPER PD			
(RADIO)	CPS2	VCN2	VA0240100
* (Investigations)	CLPD	----	VA0240101
CULPEPER COUNTY SO			
(RADIO)	CPS1	VCN2	VA0240000
(Investigations)	CPSO	VCN2	VA0240001
* CULPEPER DEPT.JUV.JUSTICE	CDJJ	----	VA024045C
CUMBERLAND COUNTY SO	CUSO	VCN3	VA0250000
*DANVILLE COMMONWEALTH'S ATTY.	DNCA	----	VA107011A
DANVILLE PD	DNVL	VCN6	VA1070000
DANVILLE SO	DVSO	VCN6	VA1070100
*DANVILLE SO	DVSO	----	VA107021C
*DEPARTMENT OF JUSTICE SVC RICHMOND	RDJS	----	VA122041C
*DEPARTMENT OF PROFFESSIONAL and OCCUPATIONAL REGULATION-RICHMOND	CDED	----	VA0430400
DEPARTMENT OF CORRECTIONS			
AUGUSTA			
*AUGUSTA CORRECTIONAL CENTER	AUCC	----	VA008025C
*COLD SPRINGS CORRECTIONS UNIT 10	CS10	----	VA008035C
*BASKERVILLE CORR CENTER	BVCC	----	VA058035C
*BLAND CORRECTIONAL CENTER	BLCC	----	VA011015C
*BOTETOURT CORRECTIONS UNIT #25	BT25	----	VA012025C
BRUNSWICK			
*BRUNSWICK CORRECTION CENTER	BRCC	----	VA013015C
BUCHANAN			
*KEEN MOUNTAIN CORRECTION CTR.	KMCC	----	VA014025C
BUCKINGHAM			
*DILLWYN CORRECTIONAL CENTER	DICC	----	VA015035C
CAMPBELL			
*RUSTBURG CORR. UNIT #18	RUS9	VCN3	VA016025C

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*CAROLINE CORRECTIONAL UNIT #2	CCU2	----	VA017015C
CHESAPEAKE			
*INDIAN CREEK CORRECTIONAL CTR.	DCIC	----	VA103025C
*ST. BRIDES CORRECTIONAL CENTER	SBCC	----	VA103035C
CHESTERFIELD			
*POCAHONTAS CORR UNIT #13	PC13	----	VA021035C
CULPEPER			
*COFFEEWOOD CORRECTIONAL CENTER	COCC	----	VA024025C
*FLUVANNA CORRECTION CENTER	FCCW	----	VA032015C
*GREENSVILLE CORRECTIONAL CENTER	GRCC	----	VA040015C
GOOCHLAND			
*VIRGINIA CORR. CTR FOR WOMEN	VCCW	----	VA037025C
*DEEP MEADOW CORRECTIONAL CTR.	DMCC	----	VA037035C
*REC & CLASS CTR.	DOC6	----	VA037015C
*HALIFAX CORR UNIT 23	HFCU	----	VA041015C
LUNENBURG			
*LUNENBURG CORRECTIONAL CENTER	LUCC	----	VA055015C
*MARION CORR. TREATMENT CTR.	MCTC	----	VA086015C
*MECKLENBURG CORRECTIONAL CENTER	MECC	----	VA058025C
*NOTTOWAY CORRECTIONAL CENTER	NOCC	----	VA067015C
PATRICK			
*PATRICK HENRY CORR. UNIT 28	PC28	----	VA070015C
PITTSYLVANIA			
*GREEN ROCK CORRECTIONAL CTR	CRKC	----	VA071035C
PULASKI			
*PULASKI CORR. UNIT 1	PCC1	----	VA077015C
RICHMOND			
*COURT AND LEGAL UNIT	DOC1	----	VA122045C
*DATA INFO SYSTEMS	DOC7	----	VA122085C
*INVESTIGATIONS	DOC3	----	VA122065C
ROANOKE			
*DOC WESTERN REGIONAL OFFICE	DCIR	----	VA123035C
SOUTHAMPTON COUNTY			
*DEERFIELD CORRECTIONAL CENTER	DECC	----	VA087035C
*SOUTHAMPTON INTENSIVE TREATMENT CENTER	SITC	----	VA087045C

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*STAUNTON CORRECTIONAL CENTER	STCC	----	VA126015C
SUSSEX COUNTY			
*SUSSEX I STATE PRISON	SXP4	----	VA091045C
*SUSSEX II STATE PRISON	S2P1	----	VA091055C
TAZEWELL			
*POCAHONTAS CORR. CENTER	POSP	VCN4	VA092035C
*TAZEWELL CORR. UNIT 31	TC31	----	VA092025C
WISE COUNTY			
*RED ONION STATE PRISON	ROSP	----	VA096035C
*WALLENS RIDGE STATE PRISON	WRSP	----	VA096045C
*WISE CORR UNIT 18	WE18	----	VA096055C
DEPARTMENT OF JUVENILE JUSTICE			
*LOUDOUN	LDJJ	----	VA053015C
*RICHMOND (CENTRAL)	DYFS	----	VA122075C
*DEPT. OF MOTOR VEHICLES	DMV1	----	VADMVRH00
*DICKENSON COMM. ATTY.	DCCA	----	VA026013A
DICKENSON COUNTY SO	DCSO	VCN4	VA0260000
*DINWIDDIE COMM.ATTY.	DWCA	----	VA027013A
DINWIDDIE COUNTY SO	DNSO	VCN1	VA0270000
*DUMFRIES PD	DFPD	----	VA0750601
*EASTERN STATE HOSPITAL PD	ESHP	----	VA1301000
EASTERN VA MEDICAL SCHOOL PD	EVMP	VCN5	VA117019E
EMPORIA PD	EMPO	VCN5	VA0400100
*ESSEX COMM. ATTY.	ESCA	----	VA028013A
ESSEX COUNTY SO	ESSE	VCN1	VA0280000
*FAIRFAX CITY GEN. DIST. COURT	FXGD	----	VA134011J
FAIRFAX CITY PD	FRFX	VCN7	VA1075000
*FAIRFAX COUNTY ARSON	FFPD	----	VA0290600

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*FAIRFAX COUNTY GEN. DIST. COURT	FGDC	----	VA029013J
*FAIRFAX COUNTY JUV/DOM. RELATIONS COURT	FJDC	----	VA029083J
FAIRFAX COUNTY PD (Group)	FCPD	VCN7	VA0290100
Radio	FRFC	VCN7	VA0290180
Records	FRF1	VCN7	VA0290181
CRIMINAL INVESTIGATION BUREAU (CIB)	FR09	VCN7	VA0290189
*FAIRFAX COUNTY SO (SERVICE DIV.)	FRSO	----	VA0290000
* (COURT SECURITY)	FRS1	----	VA0290010
(BOOKING DESK)	AD06	VCN7	VA02900J6
* FAIRFAX DAY REPORTING CTR.	FXDR	----	VA029025G
*FAIRFAX MEDICAL EXAMINER OFFICE	MEND	----	VA029015K
FALLS CHURCH PD	FLCH	VCN7	VA1080000
FARMVILLE PD	FARM	VCN3	VA0730100
*FAUQUIER CO ADULT COURT SERVICES	MVCS	----	VA030013C
*FAUQUIER COMM. ATTY.	FQCA	----	VA030013A
FAUQUIER COUNTY SO	FQUR	VCN2	VA0300000
*FAUQUIER GENERAL DIST. CT.	GDCF	----	VA030013J
*FLOYD COUNTY COMM. ATTY.	FCCA	----	VA031013A
FLOYD COUNTY SO	FCSO	VCN6	VA0310000
FLUVANNA COUNTY SO	FLUV	VCN3	VA0320000
FORT PICKETT PD	FTPI	VCN1	VA0670400
FRANKLIN PD	FRNK	VCN5	VA1085000
FRANKLIN COUNTY SO	FKLN	VCN6	VA0330000
*FRANKLIN COUNTY COMM. ATTY.	FKCA	----	VA033013A
FREDERICK COUNTY SO	FREC	VCN2	VA0340000
*FREDERICKSBURG COMM. ATTNY.	FRCA	----	VA109011A
FREDERICKSBURG FIRE MARSHALL	FKFM	VCN2	VA1090300
*FREDERICKSBURG GEN. DIST. COURT	FCGD	----	VA109011J

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
FREDERICKSBURG PD	FRDK	VCN2	VA1090000
*FREDERICKSBURG SO	FGSO	----	VA1090200
FRONT ROYAL PD	FRRL	VCN2	VA0930100
GALAX PD	GALX	VCN4	VA1100000
*GAME & INLAND FISHERIES	GAME	----	VA1220500
GEORGE MASON UNIVERSITY CAMPUS POLICE	GMUP	VCN7	VA0290400
*GERMANNA COMM.COLLEGE	GPS	----	VA0880300
GILES COUNTY SO	GLES	VCN4	VA0350000
GLOUCESTER COUNTY SO	GLOU	VCN5	VA0360000
*GOOCHLAND COUNTY COMM. ATTY.	GOCA	----	VA037013A
GOOCHLAND COUNTY SO	GOCH	VCN1	VA0370000
*GORDONSVILLE PD	GDPD	----	VA0680201
GRAYSON COUNTY SO	GRAY	VCN4	VA0380000
GREENE COUNTY SO	GREN	VCN3	VA0390000
*GREENE COUNTY COMM. ATTY.	GNCA	-----	VA039013A
*GREENSVILLE COMM. ATTY.	GRCA	----	VA040013A
GREENSVILLE COUNTY SO	GRSO	VCN5	VA0400000
*GROTTOES PD	GROT	----	VA0820500
HALIFAX BLUERIDGE REGIONAL JAIL	BRRH	VCN3	VA041023C
*HALIFAX COMM. ATTY.	HFCA	----	VA041013A
HALIFAX COUNTY SO	HAFX	VCN3	VA0410000
*HALIFAX/PITTSYLVANIA COURT SERVICES	HPCS	----	VA041011C
*HAMPTON PRETRIAL	CDIH	----	VA111031C
*HAMPTON COMMUNITY CORRECTIONS	HCCD	----	VA111011C
*HAMPTON COMM. ATTY.	HMCA	----	VA111021A
*HAMPTON MAGISTRATE	HMAG	----	VA111025J

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
HAMPTON PD	HAMP	VCN5	VA1110000
HAMPTON REGIONAL JAIL	HRR4	VCN5	VA120041C
HAMPTON SO	HSD1	VCN5	VA1110200
HAMPTON UNIVERSITY PD	HUPD	VCN5	VA111049E
*HANOVER COUNTY COMM. ATTY.	HVCA	----	VA042013A
*HANOVER COMMUNITY CORRECTIONS	HCCP	----	VA042063C
HANOVER COUNTY SO			
(Radio)	HNVR	VCN1	VA0420000
*(Investigations)	HNV2	----	VA0420020
HARRISONBURG PD	HRSB	VCN2	VA1120000
*HARRISONBURG/ROCKINGHAM COMM. ATTY.	HRCA	----	VA112011A
*HENRICO COMMUNITY CORR.	HCDI	----	VA043013C
*HENRICO COUNTY COMM. ATTY.	HNCA	----	VA043013A
HENRICO CO. PD	HNRO	VCN1	VA0430100
*HENRICO COUNTY SO	HNSO	----	VA0430000
HENRICO REGIONAL JAIL	HNS1	VCN1	VA04300B1
*HENRY COUNTY COMM. ATTY.	HECA	----	VA044011A
*HENRY CO MAGISTRATE	HCMA	----	VA044025J
HENRY COUNTY SO - Radio	HENC	VCN6	VA0440000
*HENRY COUNTY SO HQ	MH07	----	VA0440007
HERNDON PD	HERN	VCN7	VA0290200
HIGHLAND COUNTY SO	HISO	VCN6	VA0450000
*HILLSVILLE PD	HILL	----	VA0180100
*HOPEWELL COMM. ATTY.	HWCA	----	VA113011A
*HOPEWELL DEPT. JUV. JUSTICE	HDJJ	----	VA113015G
HOPEWELL PD	HOPE	VCN5/VCN1	VA1130000

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*HOPEWELL SO	HWSO	----	VA1130100
*ISLE OF WIGHT COMM. ATTY.	IWCA	----	VA046013A
ISLE OF WIGHT COUNTY SO	IWSO	VCN5	VA0460000
JAMES CITY COUNTY PD	JAMC	VCN5	VA0470100
JAMES MADISON UNIVERSITY CAMPUS POLICE	JMUP	VCN2	VA0820600
*JEFFERSON AREA COMMUNITY CORR.	JACC	----	VA102021C
KING GEORGE COUNTY SO	KGEO	VCN1	VA0490000
*KING GEORGE COMMONWEALTH ATTY.	KGCA	----	VA049013A
KING & QUEEN COUNTY SO	KQSO	VCN1	VA0480000
*KING WILLIAM COMM. ATTY.	KWCA	----	VA050013A
KING WILLIAM COUNTY SO	KWLM	VCN1	VA0500000
LANCASTER COUNTY SO	LANC	VCN1	VA0510000
*LEBANON PD	LTPD	----	VA0830100
LEE COUNTY SO	LESO	VCN4	VA0520000
LEESBURG PD	LEPD	VCN7	VA0530100
LEXINGTON PD	LXTN	VCN6	VA0810200
*LIBERTY UNIVERSITY PD	LBPD	----	VA114029E
*LONGWOOD COLLEGE PD	LCPD	----	VA0730200
*LOUDOUN CO. COMM. ATTY.	LOCA	----	VA053013A
*LOUDOUN CO. COMMUNITY CORR.	LCDI	----	VA053013C
*LOUDOUN CO FIRE MARSHALL	LCFM	----	VA0530400
*LOUDOUN CO GEN. DIST. COURT	LGDC	----	VA053013J
LOUDOUN COUNTY SO	LODN	VCN7	VA0530000
LOUISA COUNTY SO	LOUI	VCN1	VA0540000
*LOUISA COUNTY COMM. ATTY.	LUCA	----	VA054013A

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
LUNENBURG COUNTY SO	LUSO	VCN3	VA0550000
*LUNENBURG COMM. ATTY.	LBCA	----	VA055013A
LYNCHBURG BLUERIDGE REGIONAL JAIL	BBRL	VCN3	VA114051C
LYNCHBURG EOC (Radio)	LEOC	VCN3/VCN6	VA1140080
LYNCHBURG PD (Records)	LNCH	VCN3/VCN6	VA1140000
*LYNCHBURG COMM. ATTY.	LNCA	----	VA114021A
*LYNCHBURG SO	LNSO	----	VA1140100
*LYNCHBURG COMMUNITY CORR.	LCCP	----	VA114031C
MADISON COUNTY SO	MADI	VCN2	VA0560000
MANASSAS PD	MANA	VCN7	VA0750100
MANASSAS PARK PD	MAPK	VCN7	VA0750200
MARINE RESOURCE COMM.	MRCN	VCN5	VA1160300
*MARION PD	MARN	----	VA0860100
*MARTINSVILLE COMM. ATTORNEY	MTCA	----	VA115011A
MARTINSVILLE PD - Radio	MRTN	VCN6	VA1150000
*MARTINSVILLE PD HQ	MH08	----	VA1150008
*MARTINSVILLE SO	MTSO	----	VA1150100
MARY WASHINGTON COLLEGE PD	MWCP	VCN2	VA1090100
*MATHEWS COMM. ATTY.	MACA	----	VA057013A
MATHEWS COUNTY SO	MASO	VCN5	VA0570000
MECKLENBURG COUNTY SO	MCKL	VCN3	VA0580000
MECKLENBURG COUNTY EOC	MEOC	VCN3	VA058003N
MEHERRIN RIVER REJ JAIL (BRUNSWICK)	MERJ	----	VA013013C
MEHERRIN RIVER REJ. JAIL (MECKLENBURG)	MRJM	----	VA058013C
*MIDDLE PENINSULA REGIONAL SECURITY CENTER	MPRS	VCN1	VA059013C
*MIDDLE RIVER REGIONAL JAIL	MRRJ	----	VA008013C

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
MIDDLESEX COUNTY SO	MISO	VCN1/VCN5	VA0590000
MONTGOMERY COUNTY SO	MONT	VCN6	VA0600000
* MONTGOMERY CO COMM. ATTY.	MGCA	----	VA060013A
*MOUNTAIN EMPIRE DAY REPORTING	MEDR	----	VA094025G
NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN	NMEC	----	VA007019W
NELSON COUNTY SO	NELS	VCN3	VA0620000
*NELSON CO	NECA	----	VA062013A
NEW KENT COUNTY SO	NKSO	VCN1	VA0630000
NEWPORT NEWS PD	NEWN	VCN5	VA1160000
NEWPORT NEWS (Other Agencies)			
*Newport News Circuit Court	NN23	----	VA116015J
*Community Corrections	CDIN	----	VA116031C
*City Farm	NNCF	----	VA116011C
*Commonwealth's Attorney	NN40	----	VA116021A
*Fire Department	NN42	----	VA1160500
*General District Court	NN17	----	VA116031J
*Pretrial	CDN1	----	VA116041C
Magistrate	NN06	VCN5	VA116025J
Sheriff's Office	NNSO	VCN5	VA1160200
*NEW RIVER COMMUNITY CORR./PRETRIAL	NRCP	----	VA077033C
*NORFOLK LOCAL OFFENDER SUPERVISION	NLOT	----	VA117041C
NORFOLK PD (Group)	NORF	VCN5	VA1170000
Radio	NEDH	VCN5	VA11700D8
Radio	NEOC	VCN5	VA1170098
Central Files	NCF1	VCN5	VA1170012
Central Files	NFCF	VCN5	VA1170099
NORFOLK (Other Agencies)			
* Circuit Court	NCC1	----	VA117015J
* Commonwealth's Atty.	NCA1	----	VA117051A
*Criminal Justice LOTS	NLOT	----	VA117041C
*General District Court	NGCD	----	VA117201J
Magistrate's office	NM01	VCN5	VA117025J
* Traffic Court	NTC1	----	VA1170038
Sheriff's Office	NCJ1	VCN5	VA1170302
*MEDICAL EXAMINER OFFICE	METD	----	VA117015K
NORFOLK SOUTHERN RAIL. PD	NSRP	VCN6	VA123059E

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
NORFOLK STATE UNIV. PD	NFSU	VCN5	VA1170400
NORTHAMPTON COUNTY SO	NHSO	VCN5	VA0650000
NORTHAMPTON MAGISTRATE	NMAG	----	VA065025J
NORTHERN NECK REG. JAIL	NNRJ	VCN1	VA079023C
*NORTHERN VIRGINIA COMMUNITY COLLEGE PD	NVCP	----	VA0290500
NORTHUMBERLAND COUNTY SO	NCSO	VCN1	VA0660000
NORTHWESTERN REGIONAL ADULT DETENTION CENTER	CFWF	----	VA131013C
NORTON PD	NTPD	VCN4	VA1180000
NOTTOWAY COUNTY SO	NTSO	VCN1	VA0670000
*OLD DOMINION COMM. CORR.	ODCC	----	VA034013C
OLD DOMINION UNIVERSITY CAMPUS PD	ODUP	VCN5	VA1300700
*ONANCOCK PD	OCPD	----	VA0010200
*ORANGE PD	ORPD	----	VA0680101
ORANGE COUNTY SO	ORSO	VCN2	VA0680000
*PAGE COMM. ATTORNEY	PACA	----	VA069013A
PAGE COUNTY SO	PAGE	VCN2	VA0690000
*PAMUNKEY REGIONAL JAIL	PRJH	----	VA042023C
PATRICK COUNTY SO	PASO	VCN6	VA0700000
*PETERSBURG COMM. ATTY.	PECA	----	VA119011A
*PETERSBURG COMM. CORR.	PECC	----	VA119031C
PETERSBURG PD	PETE	VCN1/VCN5	VA1190000
PETERSBURG SO	PESO	VCN1	VA1190100
*PEUMANSEND CREEK REGIONAL JAIL	PCRJ	----	VA017013C
PIEDMONT REGIONAL JAIL	PRJF	VCN3	VA073013C
*PIEDMONT COURT SERVICES BOYDTON	PMCS	----	VA058011C

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*PIEDMONT COURT SERVICES FARMVILLE	PCSF	----	VA073023C
*PITTSYLVANIA COMM. ATTY.	PICA	----	VA071013A
PITTSYLVANIA COUNTY SO	PITT	VCN6	VA0710000
POQUOSON PD	POQU	VCN5	VA0980100
*PORTSMOUTH COMM. ATTY.	POC2	----	VA120041A
*PORTSMOUTH GEN. DIST.COURT	PGDC	----	VA120011J
PORTSMOUTH PD (Group)	PORT	VCN5	VA1200000
Radio (EOC)	PH01	VCN5	VA1200001
Central Records	POR2	VCN5	VA1200002
PORTSMOUTH SO	PMSO	VCN5	VA1200100
POWHATAN COUNTY SO	POWH	VCN1	VA0720000
*PRINCE EDWARD COMM. ATTY.	PRCA	----	VA073013A
PRINCE EDWARD CO SO	PRSO	VCN3	VA0730000
PRINCE GEORGE COUNTY PD	PGEO	VCN1/VCN5	VA0740100
*PRINCE GEORGE COUNTY SO	PGGP	----	VA0740000
*PRINCE WILLIAM COMM. ATTY.	PWCA	----	VA075013A
PRINCE WILLIAM COUNTY PD	PWLM	VCN7	VA0750300
*PRINCE WILLIAM COUNTY SO	PWSO	----	VA0750000
PRINCE WILLIAM/MANASSAS ADULT DETENTION CENTER	PWD1	VCN7	VA075033C
PROBATION & PAROLE - STATE			
* ACCOMACK-DISTRICT #4	PPA4	----	VA001015G
* ABINGDON-DISTRICT #17	PP17	----	VA094015G
* ALEXANDRIA-DISTRICT #36	PP36	----	VA099015G
* ARLINGTON-DISTRICT #10	PP10	----	VA007015G
* ASHLAND-DISTRICT #21	PPAH	----	VA042015G
* BEDFORD-DISTRICT #20	PP20	----	VA132015G
* CHARLOTTESVILLE DIST. #9	PPC9	----	VA102025G

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
* CHESAPEAKE-DISTRICT #31	PP31	----	VA103015G
* CHESTERFIELD-DISTRICT #27	PP27	----	VA021015G
* COLLINSVILLE-DISTRICT #22	PP22	----	VA044015G
*CULPEPER-DISTRICT #26	PP26	----	VA024015G
* DANVILLE-DISTRICT #14	PP14	----	VA107015G
* EMPORIA-DISTRICT #38	PP38	----	VA040015G
* FAIRFAX-DISTRICT #29	PP29	----	VA029015G
* FARMVILLE-DISTRICT #24	PP24	----	VA073015G
* FINCASTLE-DISTRICT #40	PP40	----	VA012025G
*FRANKLIN-DISTRICT #42	PP42	----	VA135015G
* FREDERICKSBURG-DIST. #21	PP21	----	VA109025G
* FRONT ROYAL-DISTRICT #11	PP11	----	VA093015G
*GLOUCESTER-DISTRICT #5	PPG5	----	VA036015G
* HALIFAX-DISTRICT #8	PPH8	----	VA041015G
* HAMPTON-DISTRICT #30	PP30	----	VA111015G
* HARRISONBURG-DIST. #39	PP39	----	VA112015G
* HENRICO-DISTRICT #32	PP32	----	VA043015G
* LEESBURG-DISTRICT #25	PP25	----	VA053015G
* LYNCHBURG-DISTRICT #13	PP13	----	VA114015G
* MANASSAS-DISTRICT #35	PP35	----	VA075015G
* NEWPORT NEWS-DIST #19	PP19	----	VA116015G
* NORFOLK-DISTRICT #2	PPN2	----	VA117025G
* PETERSBURG-DISTRICT #7	PPP7	----	VA119015G
* PORTSMOUTH-DISTRICT #3	PPP3	----	VA120015G
* RICHMOND-DISTRICT #1	PPR1	----	VA122035G

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*HEADQUARTERS-PAROLE	DOC2	----	VA122015G
*HEADQUARTERS-PROBATION	DOC5	----	VA122045G
* RADFORD-DISTRICT #28	PP28	----	VA121015G
* ROANOKE-DISTRICT #15	PP15	----	VA123015G
* ROCKY MOUNT-DISTRICT #37	PP37	----	VA033015G
* STAUNTON-DISTRICT #12	PP12	----	VA126015G
* SUFFOLK-DISTRICT #6	PPS6	----	VA127015G
*TAZEWELL-DISTRICT #43	PP43	----	VA092015G
* VA BEACH-DISTRICT #23	VB18	----	VA128015G
*WARRENTON-SUB. OFF. OF LEESBURG	P25W	----	VA030015G
* WARSAW-DISTRICT #33	PP33	----	VA079015G
* WILLIAMSBURG-DIST. #34	PP34	----	VA098025G
* WINCHESTER-DISTRICT #11	PPWN	----	VA131025G
* WISE-DISTRICT #18	PP18	----	VA096015G
* WYTHEVILLE-DISTRICT #16	PP16	----	VA097015G
*PURCELLVILLE	PUPD	----	VA0530301
PULASKI PD	PLSK	VCN4	VA0770100
PULASKI COUNTY SO	PLSO	VCN4	VA0770000
*RADFORD COMM. ATTY.	RFCA	----	VA121011A
RADFORD PD	RDFD	VCN4/VCN6	VA1210000
RADFORD UNIVERSITY PD	RFUP	VCN4/VCN6	VA1300200
RAPPAHANNOCK COUNTY SO	RPSO	VCN2	VA0780000
RAPPAHANNOCK REGIONAL SECURITY CENTER	RRSC	VCN2	VA089023C
*RAPPAHANNOCK JUVENILE CTR	RPJC	----	VA089043C
RICHLANDS PD	RHPD	VCN4	VA0920300

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
RICHMOND PD			
(Radio)	RIC1	VCN1	VA1220010
(Records)	RIC2	VCN1	VA1220020
*RICHMOND COMMUNITY CORR.	RCDI	----	VA122031C
*RICHMOND CITY COMM. ATTY.	RICA	----	VA122011A
*RICHMOND CITY SO (JAIL)	RISO	----	VA1220100
RICHMOND CITY SO (LOCK UP)	RIS1	VCN1	VA1220101
*RICHMOND COUNTY COMM. ATTY.	RCAW	----	VA079013A
RICHMOND COUNTY SO	RHCO	VCN1	VA0790000
*RICHMOND GEN. DIST. COURT TRAFFIC	RGDC	----	VA122011J
* RICHMOND GEN DIST CRIM. DIV.	RCGD	----	VA122041J
*RIVERSIDE COMUNITY CORR.	PCDI	----	VA074023C
*RIVERSIDE REGIONAL JAIL	RRJP	VCN1	VA074021C
ROANOKE CITY PD			
(Radio)	RV19	VCN6	VA1230019
(Records)	RON2	VCN6	VA1230020
ROANOKE CITY SO	RCS1	VCN6	VA1230120
*ROANOKE CITY SO	RCSO	----	VA1230110
ROANOKE COLLEGE CAMPUS PD	RCCP	VCN6	VA125019E
*ROANOKE COMM. ATTY.	RCAO	----	VA123011A
*ROANOKE COUNTY COMM. ATTY.	ROCA	----	VA080013A
ROANOKE COUNTY PD	RKPD	VCN6	VA0800300
*ROANOKE COUNTY SO	RKSO	----	VA0800000
*ROANOKE MEMORIAL HOSPITAL PD	RMHP	----	VA123019P
*ROANOKE MEDICAL EXAMINER OFFICE	MEWD	----	VA123015K
*ROCKBRIDGE COMM. ATTY.	RBCA	----	VA081013A
ROCKBRIDGE COUNTY SO	RBSO	VCN6	VA0810000
ROCKBRIDGE REGIONAL JAIL	RBRJ	VCN6	VA081013C

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*ROCKINGHAM/HARRISONBURG COMM. ATTY.	HRCA	----	VA112011A
ROCKINGHAM COUNTY SO	ROCK	VCN2	VA0820000
*ROCKINGHAM /HARRISONBURG CT. SVC.	RHCS	----	VA112011C
*ROCKY MOUNT PD	RMPD	----	VA0330100
*RUSSELL COUNTY COMM. ATTY.	RUCA	----	VA083013A
RUSSELL COUNTY SO	RUSS	VCN4	VA0830000
SALEM PD	SLEM	VCN6	VA0800100
*SALTVILLE PD	SALT	----	VA0860200
SCOTT COUNTY SO	SCOT	VCN4	VA0840000
SHENANDOAH COUNTY SO	SHND	VCN2	VA0850000
SMITHFIELD PD	SMIT	VCN5	VA0460100
SMYTH COUNTY SO	SMSO	VCN4	VA0860000
SOUTHAMPTON COUNTY SO	SHSO	VCN5	VA0870000
SOUTH BOSTON PD	SBOS	VCN3	VA1240000
SOUTH HILL PD	SHIL	VCN3	VA0580500
*SOUTHSIDE COMMUNITY CORRECTIONS	SVCC	----	VA040011C
SOUTHSIDE REGIONAL JAIL	SSRJ	VCN5	VA040013C
*SOUTHSIDE VA TRAINING CTR	SVTC	----	VA1190300
*SOUTHWEST COMMUNITY CORRECTIONS	SWCC	----	VA094011C
*SOUTHWEST VA ASAP	SVAP	----	VA118005Y
*SPOTSYLVANIA COUNTY COMM ATTY	SPCA	----	VA088013A
SPOTSYLVANIA COUNTY SO	SPOT	VCN2	VA0880000
*STAFFORD COUNTY COMM. ATTY.	STCA	----	VA089013A
STAFFORD COUNTY SO	STAF	VCN2	VA0890000

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY		TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
STATE POLICE AND BUREAU OF CRIMINAL INVESTIGATION FIELD DIVISIONS				
Division	Location			
1	HENRICO CO.	SP01	VCN1	VAVSP0100
	*BCI	SP01	----	VAVSP0801
2	CULPEPER CO.	SP02	VCN2	VAVSP0200
	*BCI	SP02	----	VAVSP0802
3	APPOMATTOX CO.	SP03	VCN3	VAVSP0300
	*BCI	SP03	----	VAVSP0803
4	WYTHE CO	SP04	VCN4	VAVSP0400
	*BCI	SP04	----	VAVSP0804
5	CHESAPEAKE	SP05	VCN5	VAVSP0500
	*BCI	SP05	----	VAVSP0805
6	SALEM	SP06	VCN6	VAVSP0600
	*BCI	SP06	----	VAVSP0806
7	FAIRFAX CO.	SP07	VCN7	VAVSP0700
	*BCI	SP07	----	VAVSP0807
8	* BCI-INTEL. CTR	VFCR	----	VAVSP08F0
STAUNTON PD		STNT	VCN3	VA1260000
*SUFFOLK COMMUNITY CORR.		SCCP	----	VA127011C
*SUFFOLK COMM. ATTY.		SFCA	----	VA127011A
SUFFOLK PD				
(Radio)		SFP1	VCN5	VA1270010
(Records)		SFPD	VCN5	VA1270000
*SUFFOLK SO		SFSO	----	VA1270100
SURRY COUNTY SO		SRSO	VCN5	VA0900000

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*SUSSEX COMM. ATNY.	SXCA	----	VA091013A
SUSSEX COUNTY SO	SUSO	VCN5	VA0910000
*TAPPAHANNOCK PD	TAPD	----	VA0280200
*TAZEWELL COUNTY COMM. ATTY.	TZCA	----	VA092013A
TAZEWELL COUNTY SO	TAZE	VCN4	VA0920000
*THOMAS NELSON COLLEGE PD	TNCP	----	VA1110300
UNIVERSITY OF RICHMOND PD	URHP	VCN1	VA122109E
UNIVERSITY OF VIRGINIA PD	UVAC	VCN3	VA0020100
Radio	CEOC	VCN3	VA002003N
VIENNA PD	VIEN	VCN7	VA0290300
VINTON PD	VINT	VCN6	VA0800200
*VIRGINIA ALCOHOLIC BEVERAGE CONTROL	VABC	----	VA0430300
*VIRGINIA ATTORNEY GENERAL	VAAG	----	VA122015A
VIRGINIA BEACH PD (Group)	VBCH	VCN5	VA1280000
Radio	V01B	VCN5	VA128011N
Records **(Confirms all Wanted File HITS)**	VBPD	VCN5	VA1280001
VIRGINIA BEACH (Other Agencies)			
* COMMUNITY CORRECTIONS	VCDI	----	VA128013C
* COMMONWEALTH'S ATTORNEY	VB16	----	VA128011A
* COMMONWEALTH'S ATTORNEY	VBCA	----	VA128031A
* FIRE DEPARTMENT INVESTIGATIVE UNIT	VB73	----	VA1280200
* GENERAL DISTRICT COURT (CRIMINAL)	VB23	----	VA128011J
* GENERAL DISTRICT COURT (TRAFFIC)	VB64	----	VA1280054
* JUV/DOM. RELATIONS COURT	VBB6	----	VA128021J
SHERIFF'S OFFICE	VB19	VCN5	VA1280101
VIRGINIA COMM. UNIV. PD	VCUP	VCN1	VA1300300
VIRGINIA EMERGENCY OPERATION CENTER	VEOC	----	---------

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*VIRGINIA CHARITABLE GAMING COMM.	VCGC	----	VA122035Y
*VIRGINIA PENINSULA REGIONAL JAIL	VPRJ	-----	VA098023C
VIRGINIA POLYTECHNIC INSTITUTE SECURITY POLICE	VPIC	VCN6	VA0600400
VIRGINIA PORT AUTHORITY -NORFOLK-	VPAN	VCN5	VA1300500
VIRGINIA STATE CAPITOL POLICE	VSCP	VCN1	VA1220300
*VIRGINIA STATE LOTTERY	LUCK	----	VA1220800
VIRGINIA STATE PARKS-RICHMOND	DCRR	----	VA1221000
VIRGINIA STATE SUPREME COURT	VSCR	----	VA122015J
VIRGINIA STATE UNIVERSITY PD	VSUP	VCN1	VA1190200
VIRGINIA UNION UNIVERSITY PD	VUPD	VCN1	VA122119E
VIRGINIA WESTERN COMMUNITY COLLEGE PD	VWPD	-----	VA1230200
*WARREN COUNTY COMM. ATTY.	WCCA	----	VA093013A
WARREN COUNTY SO	WARR	VCN2	VA0930000
WARRENTON PD	WRNT	VCN2	VA0300200
*WASHINGTON COMM. ATTY.	WACA	----	VA094013A
WASHINGTON COUNTY SO	WASH	VCN4	VA0940000
WAVERLY PD	WVPD	VCN5	VA0910400
WAYNESBORO PD (HQ)	WANE	VCN3	VA1290000
(Radio)	WEOC	VCN3	VA1290010
WESTMORELAND COUNTY SO	WMCO	VCN1	VA0950000
*WESTERN COMMUNITY COLLEGE	VWPD	-----	VA1230200
WESTERN TIDEWATER REGIONAL JAIL	WTRJ	VCN5	VA127013C
*WESTERN VA REGIONAL JAIL	WVRJ	----	VA080013C
WILLIAM & MARY CAMPUS PD	WMCP	VCN5	VA1300100
*WILLIAMSBURG COMM. ATTY.	WBCA	----	VA130011A
*WILLIAMSBURG MAGISTRATE	WBMA	----	VA130025J

STATE/LOCAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
WILLIAMSBURG PD	WILL	VCN5	VA1300000
*WINTERGREN PD	WGPD	----	VA062019P
*WESTERN STATE HOSPITAL	WSHP	----	VA1260201
WEST POINT PD	WPPD	VCN1	VA0500200
WINCHESTER PD	WNCH	VCN2	VA1310000
*WINCHESTER SO	WNSO	----	VA1310100
*WISE COMM. ATTY.	WICA	----	VA096013A
WISE COUNTY SO	WISE	VCN4	VA0960000
WOODSTOCK PD	WKPD	VCN2	VA08503F0
*WYTHE COUNTY COMM. ATTY.	WYCA	----	VA097013A
WYTHE COUNTY SO	WYCO	VCN4	VA0970000
*WYTHE REGIONAL COMMUNITY CORR.	WRCC	----	VA097013C
WYTHEVILLE PD	WYTH	VCN4	VA0970100
*YORK/POQUOSON COMM. ATTY.	PYCA	----	VA098023A
*YORK COUNTY SO			
(Radio)	YORK	VCN5	VA0980000
(Jail)	YKSO	-----	VA0980001

FEDERAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
ARMY NATIONAL GUARD PMO			
*ARMY NATIONAL GUARD PMO	ANGC	----	VAUSA1500
ALCOHOL, TOBACCO & FIREARMS			
*ATF BRISTOL	ATFB	----	VAATF07S0
*ATF-FALLS CHURCH	ATFF	----	VAATF1000
*ATF-RICHMOND	ATFR	----	VAATFRH00
*ATF WASHINGTON DC	ATFW	----	VAATF16S0
CENTRAL INTELLIGENCE AGENCY	CIAF	VCN7	VACIA0000
*DEFENSE LOGISTICS AGENCY		----	VADOD0900
DEFENSE SUPPLY-RICHMOND	DSCR	VCN1	VADOD07S0
*DEPT. US AGRI-FOREST SERVC.		----	VADOA0300
*DEPT.INTER-FISH/WILDLIFE	USFW	----	VADIF0200
*DIPLOMATIC SECURITY	DIPS	----	VADOS0000
DRUG ENFORCEMENT ADM.			
*ARLINGTON	DEA5	----	VADEA05S0
*NORFOLK	DEA1	----	VADEA01S0
*RICHMOND	DEA2	----	VADEA02SO
*ROANOKE	DEA4	----	VADEA04S0
*WASHINGTON DC	DEAW	----	VADEA25S0
FEDERAL BUREAU OF INVESTIGATION			
*AQUIA-CASKU	FBI3	----	VAFBIQT30
FREDERICKSBURG	FBIF	----	VAFBIFK00
*QUANTICO-NCAVC	FBIQ	----	VAFBIQT00

FEDERAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
FEDERAL BUREAU OF INVESTIGATION			
NORFOLK	FBIN	VCN5	VAFBINF00
FBI-NORTHERN VIRGINIA	FBIA	VCN7	VAFBINV00
RICHMOND	FBIR	VCN1	VAFBIRH00
QUANTICO-SECURITY UNIT	FBIS	VCN7	VAFBIQT20
*QUANTICO-TRAINING	FBIT	----	VAFBIQT10
FEDERAL RESERVE-RICHMOND	FRBR	VCN1	VAFRB00S0
MILITARY U. S.			
AIR FORCE			
LANGLEY PMO	LAFB	VCN5	VAAF00100
LANGLEY-INVESTIGATION	LAFA	VCN5	VAAF00101
ARMY			
FORT A P HILL PMO	FTAP	VCN1	VAUSA0200
FORT BELVOIR PMO	FTBE	VCN7	VAUSA0400
FORT EUSTIS PMO	FUS1	VCN5	VAUSA0500
FORT LEE PMO	FTLE	VCN5	VAUSA0600
FORT MONROE PMO	FTMO	VCN5	VAUSA0700
FORT MYER	FTMY	VCN7	VAUSA0800
FORT STORY PMO	FTSY	VCN5	VAUSA0995
ARMY-WARRENTON TRN CTR	WTCR	----	VADOD020R

FEDERAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
MARINE CORPS			
QUANTICO PMO	USMC	VCN7	VAMC00100
NAVY			
ATLANTIC FLEET HQ SUPPORT	NAFS	VCN5	VAUSN0900
NAVAL AIR STA. - OCEANA	NASO	VCN5	VA1280300
NAVAL AMPHIBIOUS BASE	NALC	VCN5	VAUSN0200
NAVAL SURFACE WARFARE CENTER	NSWC	VCN1	VAUSN0700
NAVAL WEAPONS STATION	NWSY	VCN5	VAUSN0500
NORFOLK NAVAL BASE SPF	USN1	VCN5	VAUSN0369
NORFOLK NAVAL SHIPYARD	NNSY	VCN5	VAUSN0400
*PORTSMOUTH NAVAL HOSPITAL	PNHP	----	VAUSN0800
NATIONAL PARK SERVICE - RANGERS			
FAIRFAX PARK POLICE	FUSP	VCN7	VADI02200
*SHENANDOAH NATIONAL PARK	SHPK	----	VADI00300
COLONIAL NAT. HIST. PARK	NPSY	VCN5	VADI00200
*NASA - LANGLEY RESEARCH CRT	NASA	----	VA1110500
PENTAGON FORCE PROTECTION AGENCY	FPSP	VCN7	VADPP0000
POSTAL INSPECTION SERVICE			
*RICHMOND	PISR	----	VAPO001S0
*MERRIFIELD-POSTAL INSPECT	PISM	----	VAPO004S0

FEDERAL AGENCIES PARTICIPATING IN VCIN

DEPARTMENT AGENCY	TERMINAL ADDRESS	VCIN GROUP NO. CODE	NCIC ORI IDENT.
*ROANOKE US ATTORNEY	USAR	----	VA123017G
SECRET SERVICE U. S.			
*RICHMOND	SSRH	----	VASS112S0
*SOCIAL SECURITY ADMIN.-HANOVER	SSAA	----	VA042017Y
VETERANS HOSPITAL POLICE			
*HAMPTON - VETERANS AFFAIRS	HVET	----	VAVA00200
*MCGUIRE - MEDICAL CENTER	MVET	----	VAVA00100
*SALEM - VETERANS AFFAIRS	VAPD	----	VAVA00300

VCIN TERMINAL NETWORK
GROUP SEQUENCE

VCIN GROUP No./CODE	DEPARTMENT/AGENCY	TERMINAL ADDRESS
VCN1	AIR NATIONAL GUARD	ANGS
	AMELIA COUNTY SO	AMSO
	ARMY NATIONAL GUARD PMO	ANGS
	BLACKSTONE PD	BLAK
	CAROLINE COUNTY SO	CARO
	CHARLES CITY COUNTY	CYSO
	CHESTERFIELD COUNTY PD	CHET
	COLONIAL HEIGHTS PD	CHGT
	DEFENSE SUPPLY – RICHMOND	DSCR
	DINWIDDIE COUNTY SO	DNSO
	ESSEX COUNTY SO	ESSE
	FBI RICHMOND	FBIR
	FEDERAL RESERVE-RICHMOND	FRBR
	FORT PICKETT PD	FTPI
	GOOCHLAND COUNTY SO	GOCH
	HANOVER COUNTY SO	HNVR
	HENRICO COUNTY PD	HNRO
	HOPEWELL PD	HOPE
	KING GEORGE COUNTY SO	KGEO
	KING & QUEEN COUNTY SO	KQSO
	KING WILLIAM COUNTY SO	KWLM
	LANCASTER COUNTY SO	LANC
	LOUISA COUNTY SO	LOUI
	MIDDLESEX COUNTY SO	MISO
	NAVAL SURFACE WARFARE CENTER	NSWC
	NEW KENT COUNTY SO	NKSO
	NORTHERN NECK REGIONAL JAIL	NNRJ
	NORTHUMBERLAND COUNTY SO	NCSO
	NOTTOWAY COUNTY SO	NTSO
	PETERSBURG PD	PETE
	PETERSBURG SO	PESO
	POWHATAN COUNTY SO	POWH
	PRINCE GEORGE COUNTY PD	PGEO
	RICHMOND INTERNATIONAL AIRPORT	BAPD
	RICHMOND PD	RIC1 & RIC2
	RICHMOND CITY SO	RIS1
	RICHMOND COUNTY SO	RHCO
	STATE POLICE - DIV. 1	SPO1
	UNIVERSITY OF RICHMOND PD	URHP
	VIRGINIA COMM. UNIV. PD	VCUP
	VIRGINIA STATE CAPITOL POLICE	VSCP
	VIRGINIA STATE UNIVERSITY PD	VSUP
	VIRGINIA UNION UNIVERSITY PD	VUPD
	WESTMORELAND COUNTY SO	WMCO
	WEST POINT PD	WPPD
VCN2	CENTRAL VA. REGIONAL JAIL	CVRJ
	CLARKE COUNTY SO	CCSO
	CULPEPER EOC	CPS1
	CULPEPER COUNTY SO	CLCO

VCIN TERMINAL NETWORK
GROUP SEQUENCE

VCIN GROUP NO./CODE	DEPARTMENT/AGENCY	TERMINAL ADDRESS
VCN2	FAUQUIER COUNTY SO	FQUR
	FREDERICK COUNTY SO	FREC
	FREDERICKSBURG PD	FRDK
	FRONT ROYAL PD	FRRL
	HARRISONBURG PD	HRSB
	JAMES MADISON UNIVERSITY	JMUP
	MADISON COUNTY SO	MADI
	MARY WASHINGTON COLLEGE PD	MWCP
	ORANGE COUNTY SO	ORSO
	PAGE COUNTY SO	PAGE
	RAPPAHANNOCK COUNTY SO	RPSO
	ROCKINGHAM COUNTY SO	ROCK
	SECURITY CENTER	RRSC
	SHENANDOAH COUNTY SO	SHND
	SPOTSYLVANIA COUNTY SO	SPOT
	STAFFORD COUNTY SO	STAF
	STATE POLICE - DIV. 2	SP02
	WARREN COUNTY SO	WARR
	WARRENTON PD	WRNT
	WINCHESTER PD	WNCH
VCN3	ALBEMARLE COUNTY PD	ALBE
	ALTAVISTA PD	ALTV
	AMHERST COUNTY SO	AMCO
	APPOMATTOX COUNTY SO	APSO
	AUGUSTA COUNTY SO	AUGS
	BUCKINGHAM COUNTY SO	BCSO
	CAMPBELL BLUERIDGE REG JAIL	BRRC
	CAMPBELL COUNTY SO	CAMB
	CHARLOTTE COUNTY SO	CLSO
	CHARLOTTESVILLE EOC	CEOC
	CHARLOTTESVILLE PD	CHRL
	CUMBERLAND COUNTY SO	CUSO
	FARMVILLE PD	FARM
	FLUVANNA COUNTY SO	FLUV
	GREENE COUNTY SO	GREN
	HALIFAX BLUERIDGE REG, JAIL	BRRH
	HALIFAX COUNTY SO	HAFX
	LUNENBURG COUNTY SO	LUSO
	LYNCHBURG BLUERIDGE REG. JAIL	BRRL
	LYNCHBURG EOC	LEOC
	LYNCHBURG PD	LNCH
	MECKLENBURG COUNTY SO	MCKL
	MECKLENBURG COUNTY EOC	MEOC
	NELSON COUNTY SO	NELS
	PRINCE EDWARD CO SO	PRSO
	SOUTH BOSTON PD	SBOS
	SOUTH HILL PD	SHIL

VCIN TERMINAL NETWORK
GROUP SEQUENCE

VCIN GROUP NO./CODE	DEPARTMENT/AGENCY	TERMINAL ADDRESS
VCN3	STATE POLICE - DIV. 3	SP03
	STAUNTON PD	STNT
	UNIVERSITY OF VIRGINIA PD	UVAC
	WAYNESBORO EOC	WEOC
	WAYNESBORO PD	WANE
VCN4	BLAND COUNTY SO	BLSO
	BLUEFIELD PD	BLUE
	BRISTOL PD	BRST
	BRISTOL SO	BRSO
	BUCHANAN COUNTY SO	BUCH
	CARROLL COUNTY SO	CRSO
	DICKENSON COUNTY SO	DCSO
	GALAX PD	GALX
	GILES COUNTY SO	GLES
	GRAYSON COUNTY SO	GRAY
	LEE COUNTY SO	LESO
	PULASKI PD	PLSK
	PULASKI COUNTY SO	PLSO
	RADFORD PD	RDFD
	RADFORD UNIV. PD	RFUP
	RICHLANDS PD	RHPD
	RUSSELL COUNTY SO	RUSS
	SCOTT COUNTY SO	SCOT
	SMYTH COUNTY SO	SMSO
	STATE POLICE - DIV. 4	SP04
	TAZEWELL COUNTY SO	TAZE
	WASHINGTON COUNTY SO	WASH
	WISE COUNTY SO	WISE
	WYTHE COUNTY SO	WYCO
	WYTHEVILLE PD	WYTH
VCN5	ACCOMACK COUNTY SO	AKSO
	ATLANTIC FLEET HQ SUPPORT	NAFS
	BRUNSWICK COUNTY SO	BKSO
	CHESAPEAKE PD	CHES
	CHEASPEAKE SO	CKSO
	COAST GUARD, U.S.	USCG
	COLONIAL HEIGHTS PD	CHGT
	COLONIAL NAT. HIST. PARK	NPSY
	EMPORIA PD	EMPO
	FBI NORFOLK	FBIN
	FORT EUSTIS PMO	FUS1
	FORT LEE PMO	FTLE
	FORT MONROE	FTMO
	FORT STORY PMO	FTSY
	FRANKLIN PD	FRNK
	GLOUCESTER COUNTY SO	GLOU
	HAMPTON PD	HAMP

VCIN TERMINAL NETWORK
GROUP SEQUENCE

VCIN GROUP NO./CODE	DEPARTMENT/AGENCY	TERMINAL ADDRESS
VCN5	HAMPTON SO	HSD1
	HAMPTON UNIVERSITY PD	HUPD
	HOPEWELL PD	HOPE
	ISLE OF WIGHT COUNTY SO	ISLE
	JAMES CITY COUNTY PD	JAMC
	LANGLEY AIR FORCE BASE	LAFB/LAFA
	MATHEWS COUNTY SO	MASO
	MARINE RESOURCE COMMISSION	MRCN
	MIDDLESEX COUNTY SO	MISO
	NAVAL AIR STATION - OCEANA	NASO
	NAVAL AMPHIBIOUS BASE	NALC
	NAVAL WEAPONS STATION	NWSY
	NEWPORT NEWS PD	NEWN
	NEWPORT NEWS SO	NNSO
	NORFOLK PD	NORF
	NORFOLK SO	NCJ1
	NORFOLK MAGISTRATE	NMO1
	NORFOLK NAVAL BASE SPF	USN1
	NORFOLK NAVAL SHIPYARD	NNSY
	NORFOLK AIRPORT PD	NAPD
	NORFOLK STATE UNIVERSITY PD	NFSU
	NORTHAMPTON COUNTY SO	NHSO
	OLD DOMINION UNIVERSITY CAMPUS POLICE	ODUP
	PETERSBURG PD	PETE
	POQUOSON PD	POQU
	PORTSMOUTH PD	PORT
	PORTSMOUTH SO	PMSO
	PRINCE GEORGE COUNTY PD	PGEO
	SMITHFIELD PD	SMIT
	SOUTHAMPTON COUNTY SO	SHSO
	SOUTHSIDE REGIONAL JAIL	SSRJ
	STATE POLICE - DIV. 5	SP05
	SUFFOLK PD	SFPD & SFP1
	SURRY COUNTY SO	SRSO
	SUSSEX COUNTY SO	SUSO
	VIRGINIA BEACH PD	VBCH
	VIRGINIA BEACH PD	VBPD
	VIRGINIA BEACH SO	VB19
	VIRGINIA PENINSULA REGIONAL JAIL	VPRJ
	VIRGINIA PORT AUTHORITY - NORFOLK	VPAN
	WAVERTY PD	WVPD
	WESTERN TIDEWATER REGIONAL JAIL	WTRJ
	WILLIAM & MARY CAMPUS PD	WMCP
	WILLIAMSBURG PD	WILL
	YORK COUNTY SO	YORK

GROUP SEQUENCE

VCIN GROUP NO./CODE	DEPARTMENT/AGENCY	TERMINAL ADDRESS
VCN6	ALLEGHANY COUNTY SO	AGSO
	BATH COUNTY SO	BASO
	BEDFORD PD	BDFD
	BEDFORD COUNTY SO	BDSO
	BLACKSBURG PD	BKSB
	BLUERIDGE REGIONAL JAIL LYNCHBURG	BRRL
	BOTETOURT COUNTY SO	BOTE
	BUENA VISTA PD	BVIS
	CHRISTIANSBURG PD	CHPD
	CLIFTON FORGE PD	CFPD
	COVINGTON PD	COVN
	CRAIG COUNTY SO	CGSO
	DANVILLE PD	DNVL
	DANVILLE SO	DVSO
	FLOYD COUNTY SO	FCSO
	FRANKLIN COUNTY SO	FKLN
	HENRY COUNTY SO	HENC
	HIGHLAND COUNTY SO	HISO
	LEXINGTON PD	LXTN
	LYNCHBURG EOC	LEOC
	LYNCHBURG PD	LNCH
	MARTINSVILLE PD	MRTN
	MONTGOMERY COUNTY SO	MONT
	NORFOLK SOUTHERN RAIL. PD	NSRP
	PATRICK COUNTY SO	PASO
	PITTSYLVANIA COUNTY SO	PITT
	RADFORD PD	RDFD
	RADFORD UNIV PD	RFUP
	ROANOKE CITY PD	RV19 & RON2
	ROANOKE CITY SO	RCS1
	ROANOKE COUNTY PD	RKPD
	ROCKBRIDGE COUNTY SO	RBSO
	ROCKBRIDGE REGIONAL JAIL	RBRJ
	SALEM PD	SLEM
	STATE POLICE - DIV. 6	SP06
	VINTON PD	VINT
	VIRGINIA POLYTECHNIC INSTITUTE SECURITY POLICE	VPIC
VCN7	ALEXANDRIA PD	ALE1 & ALE2
	ALEXANDRIA CITY SO	ALSO
	ARLINGTON COUNTY PD	ARLG
	ARLINGTON COUNTY SO	AS04
	CENTRAL INTELLIGENCE AGENCY	CIAF
	DEFENSE PROTECTIVE SERVICE	FPSP
	DULLES NATIONAL AIRPORT PD	DIAP
	FAIRFAX CITY PD	FRFX
	FAIRFAX COUNTY PD	FCPD
	FAIRFAX COUNTY SO	AD06
	FALLS CHURCH PD	FLCH
	FBI NORTHERN VA METRO	FBIA

VCIN TERMINAL NETWORK
GROUP SEQUENCE

VCIN GROUP No./CODE	DEPARTMENT/AGENCY	TERMINAL ADDRESS
VCN7	FORT BELVOIR PMO	FTBE
	FORT MYER	FTMY
	GEORGE MASON UNIVERSITY PD	GMUP
	HERNDON PD	HERN
	LEESBURG PD	LEPD
	LOUDOUN COUNTY SO	LODN
	MANASSAS PD	MANA
	MANASSAS PARK PD	MAPK
	PRINCE WILLIAM COUNTY PD	PWLM
	PRINCE WILLIAM/MANASSAS ADULT DETENTION CENTER	PWD1
	RONALD REAGAN NATIONAL AIRPORT PD	WNAP
	QUANTICO MARINE CORPS PMO	USMC
	STATE POLICE - DIV. 7	SP07
	VIENNA PD	VIEN

VCIN CONTROL TERMINALS

CMD1	SPHQ HEADQUARTERS (Command Terminal)	VAVSP0000
CMD2	SPHQ HEADQUARTERS (Dedicated to NCIC)	VAVSP0020
CMD3	SPHQ HEADQUARTERS (Dedicated to NLETS)	VAVSP0030

NOTE #1: ALL MESSAGES TRANSMITTED TO SPHQ SHOULD BE ADDRESSED to CMD1.

NOTE #2: FOR MULTIPLE TERMINAL AGENCIES THE VARIATION OF THE EIGHTH AND NINTH CHARACTERS IN THE ORI ARE FOR THE PURPOSE OF ROUTING NLETS MESSAGES.

NOTE #3: THE COMMAND TERMINAL (CMD1) MONITORS ALL GROUP MESSAGES TO:

VCN1	VCN5	BCST
VCN2	VCN6	LMSV
VCN3	VCN7	
VCN4	VASP	

NOTE #4: AGENCIES WITH RECENTLY INSTALLED VCIN TERMINALS ARE LISTED IN A NEWSLETTER AS THEY BECOME OPERATIONAL. IT IS SUGGESTED THAT ALL NEW TERMINAL INFORMATION BE RECORDED IN THE APPROPRIATE SPACE AS IT IS RECEIVED.

Page No.

Accuracy of Wanted File Records II-25
Agency Identifier Translation (ZO or QO) NCIC Operating Manual ORI Section
Character Set (NCIC Recognized Characters) II-25
Data Flow of Transactions into the VCIN and NCIC Files II-2
Date of Entry (ZE) II-13
Definition of NCIC II-4
Delayed Inquiry II-9
DMV Disclosure Information (Virginia only) II-35
File Transactions II-3
Filing System II-27
Formatted Screens II-38
Message Control Characters II-27
Key Codes II-26
Types II-8
Name Matching in NCIC Files II-25
NCIC Administrative Messages II-14
Data and Probable Cause II-4
NCIC and VCIN Record Entry II-8
Modify II-8
Inquiry II-9
Locate II-12
Clear II-12
Cancel II-9
Positive Response to NCIC/VCIN Inquiry II-10
Query Name (QNAM) II-36
Quality Control II-28
Responsibility for Records II-5
Retention of Terminal Produced Printout II-25
Serious Errors II-28
Standard Output Header II-26
System Description II-6
Discipline II-7
Security II-6
Terminal Carriage Return, Use II-27
Margin Stops II-27
Use of NCIC ORI's in NCIC/VCIN Transactions II-29
Validation Acknowledgment and Certification II-16
Procedure for Handling On-line Validation II-18
Scheduling of Records to be Validated II-16
VCIN/NCIC Procedures for Errors II-29
Virginia Criminal Information Network (VCIN) II-1
Virginia State Help File
Concealed Weapons Permit Compact II-32
Machine Gun Registry II-33
Non-Resident Violator Compact II-31
Virginia Concealed Weapons Registry File II-34

THE VIRGINIA CRIMINAL INFORMATION NETWORK (VCIN)

The Virginia Criminal Information Network was designed to provide Criminal Justice Agencies with immediate and complete access to information necessary to effectively perform their duties.

The VCIN system provides files on a state level, which do not meet the NCIC criteria. In addition to this, VCIN, by duplicating the NCIC wanted person, missing person, vehicles, vehicle/boat parts, Protective Order, and license files, provides a backup to NCIC. This results in an active file being available to the users for a larger percentage of the time for the most critical files.

Every effort was made to make the VCIN files compatible with NCIC. All procedures, rules, and formats pertaining to the NCIC files also apply to the VCIN files. If a special format is required to handle a specific transaction, the special format and an explanation is set forth in the appropriate section of the VCIN Operating Manual.

All transactions against any VCIN file, which duplicates a NCIC file, will result in two responses being returned to the terminal agency. They will be identified as follows:

0308 12345 1100
NCIC REPLY

0308 12345 1100
VCIN REPLY

If the file is maintained by NCIC only, the NCIC REPLY only will be returned. If the file is maintained by VCIN only, the VCIN REPLY only will be returned.

To relieve the terminal operator of having to transmit the same message twice when a file is down or in restricted service, the VCIN communications computer will store the message and forward it later to the appropriate file when that file is returned to service. This store and forward concept applies to all transactions except inquiries. This concept does not relieve the agency of the responsibility to make sure both computers accept the transaction.

Example:

EA.VAVSP01T1.RTELEVI.12345TEST.RCA.245678A.T123456789.20021016.TEST-1...21 INCH SCREEN

1016 12345 1100 VCIN
NCIC RESTRICTED--MSG STORED--DO NOT REENTER

This example indicates that NCIC did not accept the entry because the files were in restricted service (inquiries only). The message was stored by the communications computer and will be forwarded when the NCIC files are returned to service.

When the NCIC files are returned to service, the NCIC reply will then be returned to the originating station as follows:

1016 12345 1207
NCIC REPLY
VAVSP01T1
NIC/A452436244 SER/12345TEST

Note that the delayed reply carries the same system sequence number, except the current time is included. This store and forward concept applies to all NCIC and VCIN files.

If the following response is received when handling a transaction, the message must be transmitted later:

Example:

EA.VAVSP01T1.RTELEVI.12345TEST.RCA.245678A.T123456789.20021016.TEST-1...21 INCH SCREEN

Acknowledgments

0310 43671 1300 VCIN
NCIC DOWN--MSG NOT PROCESSED

This indicates that the NCIC was down and for some reason the VCIN communications computer could not store the message. When this type of message is received, the operator must retype the complete message later when the NCIC file is returned to service. Under these conditions when the message is reentered, the NCIC REPLY will accept the message if it is correctly formatted.

This operating concept, in most cases, will relieve the terminal operator of having to reenter a transaction every time one file is out of service. It will not relieve terminal operators of their responsibility to maintain the integrity of both the VCIN and NCIC files.

Data Flow of Transactions into the VCIN and NCIC Files

1. When an agency enters or updates a wanted file in to the VCIN/NCIC systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transactions and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent in the VCIN files.

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

File Transactions

The following section describes the use and composition of all messages in the VCIN/NCIC systems with the exception of Administrative and NLETS. These exceptions are individually addressed in later sections.

All messages are described in the following formats:

Message Use
Format
Required Fields
Example
Additional Guidelines

All data element identifiers are found in the appropriate file diagram section of this manual.

Definition of NCIC

1. The National Crime Information Center is a nationwide, computerized information system established as a service to all criminal justice agencies--local, state, and federal. The goal of NCIC is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. For NCIC purposes, criminal justice information is defined as information collected by criminal justice agencies that is needed for the performance of their legally authorized, required function. This includes wanted person information; missing person information; unidentified person information; stolen property information; criminal history information; information compiled in the course of investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals; and information on identifiable individuals compiled in an effort to anticipate, prevent, or monitor possible criminal activity. Criminal justice information can be electronic (paperless) or hard copy (paper). The NCIC data bank can best be described as a computerized index of documented criminal justice information concerning crimes and criminals of nationwide interest and a locator file for missing and unidentified persons.

2. The structure and basic procedures of the NCIC System were approved by resolution of the full membership of the International Association of Chiefs of Police in Philadelphia, Pennsylvania, in October 1966. General policy concerning the philosophy, concept, and operational principles of the system is based upon the recommendations of the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) to the Director of the FBI. The APB is comprised of top administrators from local, state, and federal criminal justice agencies throughout the United States. Through the APB, its Subcommittee and Working Group input, changes in current applications, the addition of new files, and new procedures, e.g., edits, codes, validations, are coordinated with all NCIC participants.

3. The NCIC System stores vast amounts of criminal justice information, which can be instantly retrieved by and/or furnished to any authorized agency.

4. The NCIC System serves criminal justice agencies in the 50 states, the District of Columbia, Puerto Rico, and Canada. Through established state systems, the NCIC System has become available for use by all criminal justice agencies. Access to the NCIC Vehicle, Boat, Vehicle/Boat Part, and License Plate Files by specific foreign nations is provided through INTERPOL.

NCIC/VCIN Data and Probable Cause

1. An NCIC/VCIN hit is not probable cause to arrest, but indicates that a stolen property report, missing person report, or warrant, etc. may have been filed. A hit is only one element comprising sufficient legal grounds for probable cause to arrest.

2. Correct NCIC/VCIN procedure requires the agency which placed the record in file be contacted by the inquiring agency to confirm that the data is accurate and up-to-date. In some circumstances, the hit confirmed with the originating agency may be the major or only element necessary to detain or make an arrest. For instance, a confirmation of an outstanding warrant on an individual or a hit confirmed on a stolen vehicle or stolen property in a timeframe very close to the time of an actual theft would likely support an arrest decision. The confirmation of a hit on a person file record, regardless of how long it had been in the system, would be enough probable cause to take appropriate action. However, when attempting to recover the stolen property record that had been in the system one or two years, the officer would need not only the element of the hit but also additional facts for probable cause.

For instance, a hit on a record two years after a vehicle was stolen would in itself be inadequate probable cause for an arrest, since it would be possible or even probable the vehicle was then in the possession of an innocent purchaser rather than the original thief. To make an arrest under these circumstances, the officer would need not only the element of the hit but also additional facts for probable cause. A hit confirmed with the originating agency can be adequate grounds to recover stolen property, return a missing person, arrest a fugitive, or charge a subject with violation of a protection order.

3. Files, such as the Violent Gang and Terrorist Organization, Convicted Person on Supervised Release, Convicted Sexual Offender Registry, Protection Order, and US Secret Service Protective, do not require hit confirmation and are designed to provide law enforcement officers with adequate warning regarding individuals who have had involvement in criminal activities or are known to represent potential danger to the public.

Responsibility for Records

1. NCIC/VCIN records must be kept accurate and up-to-date. Agencies that enter records in the NCIC/VCIN System are responsible for their accuracy, timeliness, and completeness. To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries. Non-terminal agencies must sign a "Holder of the Record" or "Non-Terminal" agreement with a 24-hour agency delineating the responsibility for hit confirmation. Originating agencies that are not available 24 hours must place instructions for after-hour hit confirmation, e.g. a 24-hour Originating Agency Identifier (ORI) contact, in the Miscellaneous Field.

2. Stringent administrative procedures and controls to ensure that accurate data are entered in computerized criminal justice information systems are important. An officer's evaluation of the information contained in a hit response is just as important as keeping the information accurate, timely, and complete. Combining stringent administrative controls with proper evaluation by the officer receiving the hit can prevent lost court cases, civil liability suits, false arrests, and criminal charges against the law enforcement officer.

3. The FBI, as manager of the NCIC System, helps maintain the integrity of the System through:

   a. Automatic computer edits which reject records with certain common types of errors in data;
   b. Automatic purging of records after they are on file for a prescribed period of time;
   c. Quality control checks by FBI personnel; and,
   d. Distribution of records to be validated. (Details concerning quality control and validation procedures appear in this Section.)

4. The VCIN Administrative Office will also conduct audits of the agency's wanted/missing person, protective orders, vehicle, license plates, and part files every three years. This audit will be conducted more often if needed.

5. The NCIC/VCIN System makes centralized crime data immediately available to the criminal justice community. The success of the System depends upon the extent to which patrol officers, investigators, judges, prosecutors, correctional officers, and other criminal justice agency officials intelligently use it in day-to-day operations.

6. The NCIC, VCIN Operating, and NCIC Code Manuals contain instructions designed to guide participants in using the NCIC/VCIN System. No system can be expected to produce results unless it is properly used. The standards and procedures set forth should be strictly followed, as every exception tends to degrade the system and the integrity of the data stored in the System.

7. All inquiries regarding the NCIC/VCIN System should be addressed to the Virginia State Police, CJIS Division, P. O. Box 27472 Richmond, Virginia 23261-7472.

System Description

1. System participants include local, state, and federal criminal justice agencies throughout the United States, Puerto Rico, and Canada.

2. Most records are placed directly into the NCIC and/or VCIN Systems by an originating agency (agency holding warrant, missing person report, protective order, or theft report; registration information on convicted sexual offender, convicted person on supervised release, etc.), through a control terminal tied into the network. Entries for the Originating Agency Identifier (ORI) File are made by FBI CJIS staff. Records for fugitives wanted by foreign countries are entered either by the Royal Canadian Mounted Police or the U.S. National Central Bureau, INTERPOL. U.S. Secret Service Protective File records are entered by that agency. Records on deported felons are entered by the Immigration and Naturalization Service. Interstate Identification Index (III) records are placed on file by the FBI based on fingerprint cards submitted by the states. The records entered must meet the criteria established for the particular type of record involved. Inquiries must contain prescribed identifying data.

3. NCIC/VCIN provides virtually uninterrupted operation 24 hours a day, 7 days a week.

System Policy

1. The NCIC, NLETS, DMV, and all other computer data banks' rules, policy, regulations and procedures to maintain the integrity of records, state and federal laws will apply to the VCIN system and will be enforced by the VCIN staff.

System Security

1. The NCIC and VCIN use hardware and software controls to help ensure system security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC/VCIN System. Further information regarding system security can be obtained from the CJIS Security Policy.

2. All state and local agencies participating in the NCIC/VCIN System, III and VCIN Files are required to adhere to the security guidelines as set forth in the NCIC/VCIN Operating manuals, *NCIC:* Computerized Criminal History Program Background, Concept and Policy, and in Subparts A and C of the United States Department of Justice Regulations governing the dissemination of criminal records and criminal history information (Regulations) published in the *Federal Register* on May 20, 1975, and August 7, 1976 (Title 28, Code of Federal Regulations, Part 20). Copies of these documents may be obtained from the FBI CJIS Division, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306. Additional guidelines for state III Files appear in the Regulations published in the *Federal Register* on March 19, 1976. Additional security guidelines can be found in the CJIS Security Policy. A copy of the VCIN Operating Manual can be obtained from the VCIN Administrative Office.

3. The data stored in the NCIC/VCIN System is documented criminal justice information and must be protected to ensure correct, legal, and efficient dissemination and use. It is incumbent upon an agency operating a NCIC/VCIN terminal to implement the necessary procedures to make that terminal secure from any unauthorized use. Any departure from this responsibility warrants the removal of the offending terminal from further participation.

4. Information can be obtained from NCIC/VCIN both directly and indirectly. Direct access is terminal access and dissemination within that terminal agency. Indirect access is non-terminal access outside of an agency with direct access.

5. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. Dissemination of most file data are discretionary with the CTA, whereas NCIC Convicted Person on Supervised Release, Convicted Sexual Offender Registry, Violent Gang and Terrorist Organization, inactive Protection Order, and III File data are confidential and should be treated accordingly. Unauthorized request or receipt of NCIC/VCIN material could result in criminal proceedings brought against the agencies and/or the individuals involved.

System Discipline

1. To help ensure the proper operation of the NCIC/VCIN System, the standards, procedures, formats, and criteria mentioned in this and the NCIC Operating Manuals must be strictly followed. In this respect, NCIC CTAs must not only follow the rules set forth but must also ensure that agencies they are servicing do the same.

2. Complete, accurate, and timely records are essential to ensure system integrity. Users also are encouraged to enter records in a timely manner to afford the maximum protection to the law enforcement officer by providing up-to-date information. Although the use of NCIC/VCIN is voluntary, except where required by law, delayed entry of records in NCIC/VCIN reduces or eliminates the possibility of apprehending wanted persons, locating missing persons, protecting the petitioner in a protective order, and recovering stolen property.

3. Promptness in modifying, locating, or clearing records in the system will help to keep the system free of outdated information.

4. NCIC/VCIN provides information for decision making by investigators, patrol officers, judges, prosecutors, and correctional officials. The information furnished by NCIC/VCIN must be evaluated along with other facts known to the officers, investigators, judges, prosecutors, and corrections officials.

5. When an agency receives a positive response from NCIC/VCIN and an individual is being detained or a piece of property can be seized, an immediate confirmation with the agency that originated the record in the system is necessary. This confirmation ensures the validity of the hit before an arrest or seizure is made. Likewise, the originating agency has the duty to respond promptly with the necessary confirmation and other pertinent details. (Hit confirmation procedures can be found in each wanted file section of this manual.)

Types of Messages

There are six types of messages that originate with a terminal and can be transmitted to the NCIC/VCIN computer. These messages pertain to NCIC/VCIN records and are entry, modification, cancellation, inquiry, locate, and clear. There are three types of messages that originate from NCIC/VCIN: acknowledgment messages, inquiry responses, and administrative messages. A discussion of the various types of NCIC/VCIN messages follows.

Entry

1. The purpose of an entry message is to place a new record in file or to enter aliases and/or other additional identifiers as a supplemental record to a Missing Person, Wanted Person, Violent Gang, or Protective Order record. Entry of a supplemental record may be made only by the agency that entered the Missing Person or Wanted Person record.

2. In each wanted file the complete format and minimum required fields are shown. The minimum required fields are the least amount of data that you can have for the computer to accept the entry. All information available on investigative report, warrant, missing person, violent gang, or protective order documentation must be entered if there is a field in the entry for the data. A good source for the investigating officer is DMV for vehicles and criminal history and DMV files for wanted or missing persons.

Entry Acknowledgment

1. Upon acceptance of an entry of other than a supplemental record, the NCIC/VCIN computer assigns a unique (VCIN a VIC and NCIC a NIC) number to the record. Each Missing Person and Wanted Person entry is acknowledged by transmission of the originating agency's identifier followed by the acceptance message and the unique computer number (NIC and VIC). When a supplemental record entry is accepted, the acknowledgment contains the originating agency's identifier (preceded by a header), followed by the acceptance message and the identifiers used to identify the record to which the supplemental record is to be appended. Each property file entry is acknowledged by transmission of the originating agency's identifier (preceded by a header) followed by the unique computer (VIC and/or NIC) number and the searchable identifier(s) in the entry message.

2. Entry messages and acknowledgments, including examples, are further explained in this manual in the entry section for each NCIC/VCIN file.

Modification

The purpose of a modification message is to add, delete, or change a portion of data, which is part of a record. A record may be modified only by the agency that entered the record. Entry of aliases and/or additional identifiers as a supplemental record to a Missing Person Wanted Person, Violent Gang, or Protective Order record cannot be accomplished with a modification message.

Modification Acknowledgment

A modification message for a Missing Person or Wanted Person and stolen property record is acknowledged by transmission of the originating agency's identifier (preceded by a header) followed by the acceptance message and the identifiers used in the modification message to identify the record to be modified. Modification messages and acknowledgments, including examples, are further explained in this manual in the modification section for each NCIC/VCIN file.

Cancellation

The purpose of a cancellation message is to remove an entire record from any file or to remove an alias(es) and/or an additional identifier(s) from a supplemental record of a Missing Person or Wanted Person record. When a Missing Person Wanted Person, Violent Gang, or Protective Order record is canceled, all aliases and/or additional identifiers appended to the record by means of a supplemental record entry are automatically canceled. A record may be canceled only by the agency that entered the record. A record should be canceled when it is determined to be invalid; for example, the warrant, which was the basis for the record, has been dismissed, or the record is the result of a fictitious theft report.

Cancellation Acknowledgment

A cancellation message for a Missing or Wanted Person and stolen property record is acknowledged by transmission of the originating agency's identifier (preceded by a header) followed by the acceptance message and the identifiers used in the cancellation message to identify the record to be canceled.

Cancellation messages and acknowledgments, including examples, are further explained in this manual in the cancellation section for each NCIC/VCIN file.

Inquiry

The purpose of an inquiry is to request a search of an NCIC/VCIN file(s) for a record possibly identifiable with information available to the inquiring agency. There are two types of inquiry messages: a "Z" inquiry and a "Q" inquiry. "Z" inquiries (ZW, ZV, ZG, etc.) are for administrative purposes and are to be used only for training, demonstrations, and display of records for validation and/or review. "Q" inquiries (QW, QV, QG, etc.) must be made for all other inquiry transactions.

Negative Response to an Inquiry

A negative response is transmitted when no record is located in NCIC/VCIN. A negative response to a Missing, Wanted Person, Violent Gang, Protective Order, and stolen property file inquiry contains the originating agency identifier of the inquiring agency (preceded by a header), followed by "NO WANTED" or "NO RECORD" with each searchable identifier inquired upon.

Delayed Inquiry

User inquiries are stored in NCIC for 5 days. Entry or modify transactions received by NCIC are checked against the log of inquiries. If any match occurs, both the user entering or modifying a record and the user who made the initial inquiry are respectively advised by way of a delayed inquiry notification and a delayed inquiry hit response (both $.H. messages).

Positive Response to a NCIC/VCIN Inquiry

A positive response is transmitted when a record(s) is located in NCIC/VCIN. A positive response addresses the inquiring agency with its identifier (preceded by a header), followed by the record(s) in file, the verify data statement from VCIN, and one of the following from NCIC:

1. "IMMED CONFIRM MISSING PERSON STATUS WITH ORI" after the last Missing Person record in the response. This phrase is a reminder to the inquiring agency that it must immediately contact the agency that entered the record to assure that there has been no change in the missing person's status.

2. "IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI" after the last Wanted Person record in the response. This phrase is a reminder to the inquiring agency that it must immediately check with the agency that entered the Wanted Person record to verify the identity of the individual, determine if there has been any change in the status of the warrant and to obtain extradition details. If the EXL field states “NO EXTRADITION,” confirmation will be required intrastate; however, no action should be taken to detain the person based on an interstate hit.

3. "IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN INTERSTATE COMPACT ON JUVENILES" after each juvenile offender (MKE/EWJ) record in the response. This phrase is a reminder to the inquiring agency that it must immediately check with the entering agency to determine if there has been a change in the status of the record. In addition, it also advises the inquiring agency to follow the guidelines as written in the Interstate Compact on Juveniles.

4. "IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN INTERSTATE COMPACT ON JUVENILES. CAUTION: THIS JUVENILE IS EMANCIPATED. PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION." This phrase follows a juvenile offender (MKE/EWJ) record when the juvenile has been emancipated. It reminds the inquiring agency to check with the entering agency to determine if there has been a change in the record's status.

5. "IMMED CONFIRM RECORD WITH ORI" following the last property file record in the response. This phrase is a reminder to the inquiring agency that it must immediately contact the agency that entered the record to assure that no change in status has taken place.

6. "REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA, CANADA TEL NO. (613) 998-6200 , IF SUBJECT IS NOT U. S. CITIZEN, CONTACT NEAREST OFFICE OF U. S. IMMIGRATION AND NATURALIZATION SERVICE" after each Canadian warrant record in the response. This phrase is a reminder to the inquiring agency that the fugitive is wanted on a Canadian warrant and no arrest can be executed in the United States based on the Canadian warrant.

7. "REPEAT - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION/U. S. SECRET SERVICE HEADQUARTERS, TEL NO. (202)535- 5731, HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES. / DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES/" after each U. S. Secret Service record in the response. This phrase is a reminder to the inquiring agency that the Secret Service has interest in the subject of the record and no arrest should be made based on the information received.

Positive Response to a NCIC Inquiry (Cont.)

8. "REPEAT - DO NOT ARREST BASED SOLELY UPON THIS INFORMATION/FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL, U. S. DOJ, NLETS ORI/DCINTEROO, OR TEL. NO. (202) 272- 8383. ALSO IF THE SUBJECT IS NOT A U. S. CITIZEN, CONTACT THE NEAREST OFFICE OF THE U. S. IMMIGRATION AND NATURALIZATION SERVICE" after each Foreign Fugitive File record (other than Canadian) in the response. This phrase is a reminder to the inquiring agency that INTERPOL has interest in the subject of the record and no arrest should be made based on the information received.

Refer to the NCIC Operating Manual for any additional types of NCIC responses.

Positive Response to a VCIN Inquiry

CTI/VA021013J DOW/20071011
VIC/201535299 WNO/2345678 OCA/TEST-1 NIC/W380166133
DTE/20071012 DTM/20071016
** END OF RECORD-CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I

CTI = Court Identifier
DOW = Date of warrant
or
DOT = Date of theft
VIC = Virginia Identifying Control number assigned to the entry
WNO = Warrant Number
OCA = Originating Agency Case number
NIC = NCIC Identifying Control number assigned to the entry
DTE = Date Entered
DTM = Date Last Modified
ORI = Originating Agency Identifier of agency that holds warrant or theft report

Locate

1. The purpose of a locate message is to indicate (until the originating agency clears the record) that the wanted person has been apprehended or the property has been located. In the Missing Person File a locate message indicates the whereabouts of the missing person has been determined and purges the record from file.

2. This message must be transmitted when an agency other than the originating agency of the record finds the missing person, apprehends the wanted person, or recovers the property on file in NCIC/VCIN.

3. The only exception to placing a locate message is when the hit contains an extradition limitation in the MIS Field and the agency finding the person is outside the geographical area of extradition. In such a case, the record should not be located. All records on file for the found missing person, apprehended wanted person, or recovered property must be located to ensure that they are in the correct status.

4. A locate message cannot be used by the agency that placed the record in NCIC/VCIN.

Locate Acknowledgment

1. A locate message for a Missing or Wanted Person and stolen property record is acknowledged by transmission of the locating agency's identifier (preceded by a header), followed by the acceptance message and the identifiers used in the locate message to identify the record to receive the locate.

2. Locate messages and acknowledgments, including examples, are further explained in this manual in the locate section for each NCIC/VCIN file.

Clear

1. The purpose of a clear message is to indicate location of a missing person, apprehension of a wanted person, or recovery of property from file in NCIC/VCIN. A record may be cleared only by the agency that entered the record in file.

2. A clear transaction causes a protection order record to be placed in an inactive status for the remainder of the year plus five years. During that time, these records are still accessible via QPO transaction. For all other files, a clear removes the record from the active files.

3. The originating agency must clear their record immediately upon notification by the apprehending agency that their property or person has been recovered/apprehended.

Clear Acknowledgment

1. A clear message for a missing or wanted Person, protective order, and stolen property record is acknowledged by the transmission of the originating agency's identifier (preceded by a header) followed by the acceptance message and the identifiers used in the clear message to identify the record to be cleared. A clear message automatically purges the record from NCIC/VCIN.

2. Clear messages and acknowledgments, including examples, are further explained in this manual in the clear section for each NCIC/VCIN file.

ZE Inquiry

The ZE inquiry is used to obtain the date of entry for an NCIC record.

The ZE inquiry contains the message key ZE, an originating agency identifier (ORI), and the NCIC number of the record for which the date of entry is needed. For example:

ZE.VAVSP0100.NIC/W123456789

Negative response:

VAVSP0100
NIC/W123456789 NOT ON FILE

Positive response:

VAVSP00H1
NIC/W740002912 ENTERED JULY 23, 2007 0924 EDT

The negative response is transmitted when a ZE inquiry contains an NCIC number which is no longer on file, i.e., a cleared, canceled, or purged record.

Administrative Messages

Administrative messages are transmitted by NCIC to advise users of NCIC system status.

$. 1. Administrative Message Example

$.1.
ALL NCIC FILES OUT OF SERVICE 0100 EST
XXX---XXX

This message is transmitted when NCIC is going out of service. The third line of this message contains up to 30 characters of variable data describing the reason, e. g. , TODAY FOR FILE MAINTENANCE.

$. 2. Administrative Message Example

$. 2.

NCIC PROPERTY, WANTED & MISSING PERSON FILES IN FULL SERVICE 0100EST 07/01/98.

This message is transmitted when:

1. NCIC has been out of service and is returning to full service.
2. NCIC has been in restricted service (a period during which only certain types of messages are accepted) and is returning to full service.

$. 3. Administrative Message Example

$. 3.
RESEND XXX---XXX

This message is transmitted when a defective transmission (caused by line noise, imperfect transmission of message by the control terminal equipment, time out, etc.) is received at the NCIC computer. After the word "RESEND" up to 16 characters of variable data indicate the reason for requesting the sending terminal to resend message, e. g. , RESEND TIME OUT.

$. 4. Administrative Message Example

$. 4.
NCIC PROPERTY, WANTED & MISSING PERSON FILES RESTRICTED TO INQUIRY/CLEAR/LOCATE FROM 0100 UNTIL ABOUT 0400 EST. NO CLEAR/LOCATE FOR CONSECUTIVE GROUP RECORDS ACCEPTED. WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when NCIC begins restricted service for file maintenance.

$.5. Administrative Message Example

$. 5.
****NOTICE---NOTICE****
NCIC CONTINUING RESTRICTED SERVICE FOR PROPERTY, WANTED & MISSING PERSON FILES UNTIL ABOUT 0600 EST. WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when restricted service is extended 30 minutes or more beyond the time stated in the last $.4. or $.5. message. (Asterisks and dashes appearing in the second line of this message will be transmitted.)

$. 6. Administrative Message Example

$. 6.
YOUR NCIC LINE REOPENED 0600 EST. ALL NCIC FILES IN FULL SERVICE.

This message is transmitted to a control terminal when that control terminal's communications line is reopened after a period during which the terminal's line was down and NCIC was in service. NCIC is in full service when the line is reopened.

$. 7. Administrative Message Example

$. 7.

YOUR NCIC LINE REOPENED 0600 EST. ALL NCIC FILES IN RESTRICTED SERVICE.

This message is transmitted to a control terminal when that control terminal's communications line is reopened after a period during which the terminal's line was down and NCIC was in service. NCIC is in restricted service when the line is reopened.

$. 8. Administrative Message Example

$. 8.

OUT OF STATE AT 1325 EST 072798
EV.MD1012600.123456.VA.98.PC.3J57K5D012345.90.OLDS.CUT.2D.WHI/BLU.072798.123456789.
DENT IN RIGHT FRONT FENDER
NIC/V987654321 OCA/123456789

Refer to the NCIC Operating Manual, Introduction section for a complete list of NCIC administrative messages.

Validation Acknowledgment and Certification

1. Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the original entry, current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, non-terminal agency or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the original entry in the file.

2. The entering agency must modify each record being validated, to include updated information, and the name of the person, (last name, first name and middle initial), that validated the record in the Name of Validator (VLN) Field.

   The VLN Field data is returned only when the inquiring agency's ORI matches positions one through seven of the entering agency's ORI. For all other inquiring agencies, the VLN Field will be suppressed and the inquiring agency will only receive the Date-of-Last-Validation (VLD) Field.

3. If a record has not been validated within a month from the request for validation, the NCIC System will generate a $.F. Failure to Validate Notification to the ORI on the Monday following the first Sunday of the month. The $.F. notification serves as a warning for the agency to validate the record or the NCIC System will retire the record during the next purge cycle.

4. If the record is not validated by the first Sunday of the following month, the NCIC System will purge the record and generate a $.P. Purge Failure to Validate Notification. **Failure to validate your records is a serious error.**

5. The validation listing will consist of record entries for sixty days and annually thereafter. The listing will include a portion of each file and will include those records 60 to 90 days old. In addition, it will include any records 14 to 15 months old, 26 to 27 months old, 38 to 39 months old. Validation schedule is as follows:

Validation	Record included in the list were entered in the month of:
January	October
February	November
March	December
April	January
May	February
June	March
July	April
August	May
September	June
October	July
November	August
December	September

6. Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry into NCIC/VCIN. The validation format will include date of entry and the message key for the Date of Entry Field will be DTE. This will be an eight character numeric field expressing Gregorian date. The DTE will be shown on all files preceding the NIC numbers.

7 Article File records containing a TYP Field code beginning with "T" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. All other files are subject to validation.

9. Each originating agency must validate all records on the validation listing as follows:

   a. All records contained on the validation listing must be reviewed by the originating agency. Validation shall be accomplished by reviewing the original entry, the current supporting documents, and by recent consultation with the appropriate sources:

      - WANTED PERSONS: PROSECUTOR, COURT AND/OR COMPLAINANT
      - VEHICLES/GUNS/BOATS/SECURITIES/LICENSE PLATES/PARTS, ARTICLES: APPROPRIATE VICTIM
      - MISSING PERSONS: REPORTING PARTY (other than officer)
      - PROTECTIVE ORDERS: COURT

   b. All records that are no longer current must be removed from VCIN and/NCIC. All records remaining in the system must be valid and active.

   c. All records shall contain all available information.

   d. All information contained in each record must be accurate.

10. Agency must have a written procedure in place outlining how their agency conducts the validation of their wanted file records.

Procedure For On-Line Validation

Each month's validation cycle is initiated by loading records from the monthly NCIC fixed-format validation file according to the NCIC/VCIN validation schedule and loading those records to the validation database. Each month's validation cycle will be released on one of the first few days of the month when NCIC notifies the System Administrator at State Police Administrative Headquarters that the current month's validation file is ready for file transfer.

Agency Notification

1. The validation application will generate a notification message to each ORI that has records in the Validation Data Base to inform the agency that there are records requiring validation for the current cycle.

   Example of the ORI Notification message

   THIS MESSAGE SUMMARIZES THE JULY RECORDS REQUIRING VALIDATION BY ORI/VA0010000, SO ACCOMACK COUNTY, WITHIN 30 DAYS OF THIS NOTICE.

   STOLEN BOAT 6
   STOLEN SECURITY 2
   STOLEN PART 8
   STOLEN GUN 7
   STOLEN VEHICLE 3
   STOLEN LICENSE PLATE 6
   MISSING PERSON 1
   WANTED PERSON 6
   PROTECTION ORDER 7
   TOTAL 46

2. The above message shows the ORI and name of the holder of record agency, which file has records to be validated, and how many records are in each file to be validated. As the agency personnel validate each one of the records, the number beside each file name will decrease as the agency validates them.

   a. To recheck how many you have left to validate, transmit the "QVAL" format. . If agency is using a GLINK terminal, the format will have message key code "QVALT" instead of "QVAL".

Messenger Terminal:

For Messenger terminals, click on the "File Transaction" tab on the left hand side of the Messenger terminal, then click on "Validations", then click on the format that you want to use:

Query Validation List (QVAL)	Used to obtain list of files to validate and the number in each.
Query Validation Details QVAD)	Used to obtain a copy of one entry or a range of entries.
Batch Validation (BVAL)	Validates all of the records in the selected file in one transaction.

GLINK Terminal Formatted Screens

1. For Glink terminals, the formatted screen numbers to access the validation formats are:

   Query Validation List (QVALT) = 531 Query Validation Details (QVADT) = 532
   Batch Validation (BVAL) = 533

   a. To update the wanted files with the name of the person that validated the record, use the modify format for the file that you are validating, i.e. MV for vehicle, MW for wanted person, etc.

Modification of the VLN Field

1. In order to validate records, the agency must modify the contents of the VLN field in each of the records requiring validation.

2. The modification process utilizes a standard modify transaction form with the VLN field containing the last name, first name, and middle initial of the responsible party that validated the entry

3. The user may modify any of the other fields in the same transaction in order to bring the instate database and the NCIC mirror file into synchronization or to correct information on both files.

VLN Field Trigger Processing

The standard message workflow for a modify message, including instate update, with a response and NCIC update with a response will take place.

1. The modification of the VLN field will cause the Hot Files application to update the VLD record to flag that this particular record has been validated.

2. Subsequent requests for the list of records to be validated, QVAL or QVALT format, will not include the records that have previously been validated. Also, when a record is cancelled or cleared from NCIC/VCIN as a result of the validation, the VLD record will be flagged to indicate that it has been validated.

Additional Validation Processing

1. The validation process will include an online report sent to each of the ORIs as the time nears for validation completion indicating the summary of records that have not been validated for that ORI.

   a. This warning report will be sent 10 days and 20 days after the initial validation notification and will be created for each agency that has one or more records in the VLD table that have not been flagged as validated.

2. The validation process will also include a batch validation transaction that will validate all records belonging to a specific validation month (01-12) file type (Wanted, Missing and Vehicle etc), and ORI.

   a. The user will provide the above transaction parameters as well as the validator's name (last name, first name, and middle initial) and the process will generate a "validate" modification transaction to NCIC/VCIN for each associated record.

Validation Transactions

The agency can retrieve the validation reports to their terminal through the use of the following transactions.

Query Validation Detail:

The (message key) QVAD (or QVADT on GLINK) transaction provides the opportunity to request one or more detail records requiring validation. The type and number of records to be returned for validation must be specified.

Format: 532

QVAD.ORI.FIL.DAT.MON

FIL File Type The type of records requested which uses the letter prefix on the NCIC NIC number.

B = Boat	G = Gun
H = Protection Order	M = Missing person
L =License plate	P = Parts
S = Security	T = Gang/Terrorist Member
U =Unidentified person	V = Vehicle
W = Wanted person	Z = Gang/Terrorist Reference Group
A = Article (Type field beginning with a T, only)	

DAT (Record Index) The number range of records to retrieve of the file type specified. The number must be two numbers separated by a dash. If you want to receive the first ten records, enter 1-10 in the field. If you want the second set records enter 11-20 in the field. If you want only one record enter 1-1. If you have 100 records in the specified file and you want all of them enter 1-100. The response will return the number of records for the type specified that have not been validated.

MON The 2 digit number for the month you are validating, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12 usually this refers to the current month.

EXAMPLE:

QVAD.VA0010000.FIL/V.DAT/1-2.MON/03
(Will display first two Vehicles/Boat Parts records owned by VA0010000 for March validation)

LIST OF MARCH RECORDS REQUIRING VALIDATION BY AGENCY ORI/VA0010000

MKE/EP
ORI/VA0010000
SER/MKAA1541618 BRA/MINN CAT/0B OAN/
DOT/20031125 LKI/ LKA/
OCA/0300329X
MIS/2002 MINNK0TA B0W M0UNT TR0LLING M0T0R M0DEL NUMBER IS 36ATE1HP
EPD/
NIC/V535585282 DTE/20031125
RECORD IN NCIC

(The next 2 lines do not appear on a GLINK terminal)

********** Validate This Record Modify This Record **********
********** Cancel This Record Clear This Record **********

MKE/EP-P
ORI/VA0010000
SER/3450758 BRA/ENGN CAT/EN OAN/
DOT/20051023 LKI/ LKA/
OCA/0510231720X
MIS/0WNER ADVISED THAT THE MAKE 0F ENGINE IS C0NTINENTAL AND THE M0DEL NUMBER IS A-65-8 ITEM WAS TAKEN FR0M A ST0RAGE UNIT IN 0UR C0UNTY S0METIME BEF0RE 0CT 23 2005
EPD/
NIC/V668069514 DTE/20051102
RECORD IN NCIC

(The next 2 lines do not appear on a GLINK terminal)

********** Validate This Record Modify This Record **********
********** Cancel This Record Clear This Record **********

MRI 255 IN MFOX 3 AT 18SEP2007 10:20
OUT: MSGH 3 AT 18 SEP2007 10:20

Additional Guidelines:

These guidelines below are only for Messenger terminal only. All Glink terminals must use the GLINK formats to modify, clear, or cancel their records.

1 At the bottom of each record, "Validate This Record", "Modify This Record", "Cancel This Record", and "Clear This Record" will be listed. This is a link to the Modify, Cancel, or Clear Formats.

2. If the information in the record is complete and up to date, click on the "Validate This Record" and the validation format will appear with all of the fields populated with the required information from the record that you are validating, including the name of the operator, who is logged on to the terminal, into the "VLN" field.

    a. If the person who performed the validation is not the same as the one who is keying it in, change the "VLN" field to the name, (last name, first name, middle initial), of the one who conducted the validation.

3. If you need to modify one or more fields in addition to the VLD field, click on "Modify This Record" and the modify format will appear. All of the reference fields will be populated with the required reference information from the record that you are modifying, including the name of the operator, who is logged on to the terminal in the "VLN" field.

4. If you are canceling the record from the system, click on "Cancel This Record" and the cancel format will appear. All of the reference fields will be populated with the required reference information, including the date of cancel. The reason for cancellation is the only field requiring operator intervention to update.

5. If you are clearing a record click on "Clear This Record" and the clear format will appear. All of the reference fields will be populated with the required reference information from the record that you are clearing. The operator will have to key in the date of recovery into the "Date of Clear" field and any information in the "Benefits and Effectiveness" field. These are the only fields requiring operator intervention to update.

Batch Validation:

The (message key) BVAL (BVAL for Messenger and GLINK) transaction provides the opportunity to validate all of the records in the specified file and month in one transaction.

Format: 533 (GLINK)

BVAL.ORI.FIL.MON.VLN

FIL File Type The file type requested which uses the letter prefix on the NCIC NIC number.

B = Boat	G = Gun
H = Protection Order	M = Missing person
L =License plate	P = Parts
S = Security	T = Gang/Terrorist Member
U =Unidentified person	V = Vehicle
W = Wanted person	Z = Gang/Terrorist Reference Group
A = Article (Type field beginning with a T, only)	

MON The 2 digit numbers for the month you validating, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12

VLN The name of the person that validated the record, last name, first name, and middle initial

Example;

BVAL.VA0010000.FIL/P.MON/03.VLN/STRINGBEAN,LEROY T

0107 00471 1109 MFOX

38 MARCH RECORDS FOUND FOR ORI/VA0010000 FILE/STOLEN PART
BATCH VALIDATION IS BEING PROCESSED.

MRI 471 IN: MFOX 1 AT 07JAN2008 11:09 OUT: HOWL 13 AT 07JAN2008 11:09

Additional Guidelines for Messenger, GLINK, and Interface terminals

1. The Gun Validation File contains Stolen Guns, Recovered Guns, Lost Guns, and Felony Guns.

2. When batch validating the Gun File, the “BVAL.VA0010000.FIL/G.MON/03.VLN/SMITH,ROY L” will only validate the Stolen Guns because when you transmit “BVAL.VA0010000.FILE/G” the computer transmits message key code “MG”.

    a. To validate the Recovered Guns, Lost Guns, and Felony Guns you must transmit separately with the following message keys:

        - Recovered Guns use message key “MRG”
        - Felony Guns use message keys “MFG”
        - Lost Guns use message key “MLG”

Query Validation Status:

The (message key) QVAL (QVALT for Glink) transaction is executed to retrieve the summary of records that require validation by ORI.

Format

QVAL.ORI.MON

Example:

QVAL.VA0010000.MON/07

The MON field specifies which month's validation records to process. It will be the numeric 01-12 for the month of the records that are being validated. The response format returned for the QVAL is the same as provided in the ORI notification message, listing the files and number of records in each files, but reflecting the current status of the records requiring validation.

THIS MESSAGE SUMMARIZES THE JULY RECORDS REQUIRING VALIDATION BY ORI/VA0010000, SO ACCOMACK COUNTY, WITHIN 30 DAYS OF THIS NOTICE.

STOLEN BOAT 1
STOLEN SECURITY 0
STOLEN PART 8
STOLEN GUN 7
STOLEN VEHICLE 3
STOLEN LICENSE PLATE 6
MISSING PERSON 1
WANTED PERSON 6
PROTECTION ORDER 7
TOTAL 38

Wanted File Records Entered Under Non-Terminal Agency's ORI Number:

1. The Non Terminal Agencies' records will be sent to the terminal of the entering agency that has a Holder of Record or Non Terminal Agency User agreement with the Non Terminal Agency.

2. The entering agency shall validate the record entered under their agency's ORI and submit the required transaction to update their records.

3. **The entering agency shall also validate the records of the Non Terminal Agency and update their records**.

5 Agency must have a written procedure in place outlining how their agency conducts the validation of their wanted file records.

Access Agency's Hot File Record in the VCIN Data Base for a Complete List of their records.

1. This file contains all of an agency's active records in the Virginia Hot File System (HFS), Wanted Persons, Missing Persons, Vehicles (stolen, felony, and stored), Stolen License Plates, Protective Orders, Violent Gang Members entries.

2. This data base can be accessed by an agency whenever they require a copy of all of their records to conduct an internal audit or other administrative function.

   a. Agency must have a Messenger Terminal to access this data base.

3. On the Messenger terminal, go to the Messenger Menu on the left side of screen, click on the "VIEW AGENCY HOT FILE RECORDS" and this will connect the user into the data base,

   - The data base will consist of the following files;
   - Outstanding Warrants
   - Stolen/Felony Vehicles (including Stolen License Plates)
   - Missing Persons
   - Stored/Abandoned Vehicles
   - Protective Orders
   - Violent Gang Members

4. To obtain a copy of the records of any of the above files, click on that file tab of the desired records and the records will appear on the screen.

5. The records will be displayed on the screen with up to 500 per page. Record 1 through 500 may be viewed by scrolling down. Clicking "Next" will produce the next 500 records or remaining records beginning with number 501.

6. At the top of the list will be a search criteria box listing what search criteria you are allowed to search on.

   a. For example, you have your vehicles displayed and you only want the vehicles that were registered in the state of Maryland, enter MD in the license state field and click search.

   b. The computer will display only the stolen vehicles with the LIS of MD.

   c. The "Sort by Column" option will allow you to choose in what order you want the records to be displayed in and a sort by "Ascending" or "Descending" option.

7. To print the records click on "Printer- Friendly Version" in the upper right hand corner of the screen.

8. Click on the word "Logout", located in the upper right hand corner of the screen above the "Protective Order" file tab to return the Messenger Desktop.

Accuracy of Wanted File Records

The accuracy of NCIC/VCIN records must be double-checked by a second party. This must include assuring that the available crosschecks such as descriptors, VIN, license numbers were made and data in NCIC/VCIN matches data in the investigative report. This may be done by requiring the investigating officer to check the record against the investigative report.

NCIC Character Set

1. The NCIC character set is comprised of the alpha characters A through Z, the numeric characters 0 through 9, the comma (,), the dollar sign ($), the ampersand (&), the hyphen (-), the blank or space, the slash (/), the asterisk (*), the pound sign (#), the left parenthesis ((), the right parenthesis ()), the plus sign (+), the semicolon (;), the percent sign (%), and the apostrophe ('), the at sign @, the (~), the exclamation point (!), the quotation mark ("), the caret (^), the underscore (_), the grave accent (`), the equal sign (=), the opening brace ({), the closing brace (}), the less than sign (<), the greater than sign (>), the question mark (?), the colon (:), the opening bracket ([) , the closing bracket (]) , the reverse slant (\), and the vertical bar (|).

2. A period (.) is used as a delimiter only. It must be used to end each field of data in the message except the last field prior to the end of transmission (EOT) in which case the period is optional.

3. The NCIC computer automatically changes the alphabetic "O" used in NCIC transactions to the numeric (0). The alphabetic "O" will only appear in the message field codes, ORI records in response to an inquiry, and informational and/or instructional phrases transmitted by the NCIC 2000 System. For example: DOB, DCOSI0000, NO NCIC RECORD, and IMMED CONFIRM RECORD WITH ORI. Headers are not converted, even though an O in any of the first 4 positions would be rejected.

Retention of Terminal-Produced Printout

1. When an operational inquiry on an individual or property yields a valid positive response (hit), the terminal-produced printout showing the inquiry message transmitted and the record(s) on file in NCIC and/or VCIN should be retained for use in documenting probable cause for the detention of the missing person, arrest of the wanted person, or seizure of the property. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property. If two-part paper is used, either the original or the legible copy is admissible in federal court. Whether a state court will accept the legible copy or whether only the original will suffice depends on the state's rules of evidence.

2. When an NCIC and/or VCIN inquiry yields a hit, the terminal employee making the inquiry should note on the terminal-produced printout precisely how, when, and to whom the information was given, initial and date this notation, and forward the printout to the inquiring officer or agency for retention in the case file. This procedure establishes the chain of evidence for the communication should the arresting officer need to substantiate actions in a judicial proceeding.

3. The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. The printout should be retained until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated.

Name Matching in NCIC Files

Refer to the NCIC Operating Manual, Introduction section for guidelines on how NCIC searches a name.

Message Key Codes

All VCIN messages are identified by a two, three, or four-character key codes delineated by a period (.). Refer to detailed sections in the manual for message formats of each specific category. Some examples are:

EV. Enter Vehicle
AM. Administrative Message
ERG. Enter Recovered Gun
EG. Enter Gun
EMJ. Enter Missing Person-Juvenile

Erroneous message identifiers are detected by VCIN and error messages of the type shown below are returned to the originating terminal.

QQ.VAVSP0000.LIC/DWA456.LIS/VA.LIY/98

REJ - INV MKE 'QQ'

To simplify use of VCIN, message formats used in the system are patterned after those adopted by NCIC.

Standard Output Header

All responses from VCIN will be prefaced by the following standard header:

1	2	3	4
0109	12345	1116	PWLM

Where:

1-Date of transmission (month and day)
2-System Sequence Number (a number assigned sequentially by the computer to each message).
3-The time the message was queued to the terminal (24 hour clock).
4-The originating terminal address code (see Section I for all terminal address codes).

Message Control Characters

The following characters are utilized throughout the system when entering messages to denote; data element - data field separation - data field termination and message continuation.

Slash (/) data element - data field separator
Period (.) data field terminator (first period in message must appear by at least seventh character)

Terminal Margin Stops

IMPORTANT - All paper used in the VCIN terminals should be 8 1/2 inches wide. Margins should be set so that printing will start one half inch from the left edge of the paper and stop one inch from the right edge. If wider paper is used, margin stops must be set so that a line will not exceed 70 characters.

Use of Carriage Return

After the enter key has been activated, no more than two carriage returns can be used. Any additional carriage returns will activate an error message. When it is necessary to use a carriage return while entering a file transaction, it must be used at the end of a data field (or after a period).

Filing System

All terminals originating offense messages must maintain a current file of the original offense message on all entries into or through the VCIN system. Messages should be filed under the message number or the originating agency case number (OCA) until the message is cleared or canceled. The appropriate stops (manual or computerized) must also be maintained on those offense messages which are needed to provide an index to the original offense message.

Quality Control

FBI NCIC personnel periodically check records entered in the system for accuracy. Errors discovered in records are classified as serious errors, form errors, or an error trend. This classification determines the type of action that is taken by FBI NCIC.

Serious Errors

Following is a list of errors, which are considered serious.

1. Wanted Person File records, which indicate that the subject is wanted for questioning only.

2. Records entered for cashier's checks, bank drafts, bank officer's checks, certified checks, checks issued to card holders by credit card companies, company checks, government checks (local, state, and federal), personal checks, personal notes, and promissory notes.

3. Records entered for stolen credit cards.

4 A missing person, wanted person, license plate, or vehicle record containing inaccurate vehicular and/or license data that has been verified as inaccurate by the State Department of Motor Vehicles (DMV) where the vehicle is registered or by comparison with VIN specifications obtained from the manufacturer. Such inaccuracies can be uncovered when the state of registry compares license and vehicular data in the NCIC $.8. message with records contained in its DMV Files. Upon discovery of inaccurate data, the state of registry should advise the ORI of the error. If the ORI fails to correct the error within a reasonable period of time, the state of registry should notify FBI CJIS. The entry of incorrect data in the LIC, License Plate Year of Expiration (LIY), or VIN Fields will be considered a serious error. Incorrect data entered in any of these fields might lead to a false arrest or possibly more serious consequences. On notification from the state of registry, FBI CJIS will cancel a Vehicle or License Plate File record, which contains inaccurate information in the LIC, LIY, or VIN and will delete the inaccurate vehicular and/or license data from a Wanted or Missing Person File record.

5. Records entered in the wrong file.

6. Stolen property records entered with a nonunique number such as a stock number, model number, an owner-applied number in the SER Field, a nonunique boat hull number, or nonunique boat registration number, etc.

7. Stolen property records entered with generic codes, which do not have the manufacturer's name or other identifiable data in the record.

VCIN/NCIC Procedures for Errors

In connection with maintaining the integrity of NCIC records, each state control terminal agency should continue to develop and maintain stringent quality control procedures to ensure that all records in NCIC are kept accurate, complete, and up-to-date.

1. Serious Errors

a. In cases of serious errors, FBI CJIS will cancel the record and transmit a $.E. administrative message to the entering agency. The $.E. message provides the entire canceled record and a detailed explanation of the reason for cancellation.

b. Assumption of this limited responsibility for cancellation of a user's entries in connection with the foregoing quality control procedures does not make the FBI the guarantor of the accuracy of NCIC records. The ORI is responsible for the accuracy, completeness, and current status of its records entered in NCIC.

2. Non-serious Errors

a. A non-serious error is by definition an error found in any NCIC record, which is not covered by the above serious error list.

b. When a non-serious error trend is discovered, FBI CJIS will mail a letter to the appropriate CTA. The CTA will forward a copy of the letter or a similar letter to the agency originating the record so corrective action can be taken. No further action will be taken by FBI CJIS.

Use of NCIC ORIs in NCIC/VCIN Transactions

1. The ORI Field of a NCIC and/or VCIN record on a wanted person must contain the valid NCIC ORI of the agency to which the warrant for the arrest of the person has been issued, or the valid NCIC ORI of an agency authorized to act as holder of the record for such agency.

2. The ORI Field of an NCIC/VCIN Missing Person File record must contain the valid NCIC ORI of the agency to which the person has been reported missing and to which documentation confirming the person s missing status has been furnished, or the valid NCIC ORI of an agency authorized to act as holder of the record for such agency

3. The ORI Field of an NCIC/VCIN stolen property record must contain the valid NCIC ORI of the agency to which a theft of property identifiable by a unique number has been reported and which agency has jurisdiction over the actual place of theft, or the valid NCIC ORI of an agency authorized to act as holder of the record for such agency.

4. The ORI Field of an NCIC/VCIN Protective Order File record must contain the valid NCIC ORI of the agency to which holds the Protective Order for the jurisdiction that issued in which issued the protective order. or the valid NCIC ORI of an agency authorized to act as holder of the record for such agency

5. Any criminal justice agency or regional dispatch center may act as holder of the record for a criminal justice agency and such criminal justice agency or regional dispatch center may place its own ORI in the ORI Field of an NCIC wanted person, missing person, protective order, or stolen property record only when there is a written agreement between the two agencies delineating the legal responsibilities for the record.

a. Responsibilities for the record include entering and updating the record, confirming a hit on the record, and removing the record from file.

b. Any agency that does not have a written agreement and transmits an NCIC/VCIN record entry for an agency not having its own telecommunications equipment must store in the ORI Field of the record the valid NCIC ORI of the agency requesting transmission of the entry.

6. An inquiry of the Wanted Person, Missing Person, Foreign Fugitive, stolen property, or any other computerized files must contain a valid NCIC ORI in the ORI Field. Agencies making inquiries for another agency must use the ORI of the other agency, except criminal history and out of state (NLETS) inquiries.

NON-RESIDENT VIOLATOR COMPACT HELP FILE

Message Use

The “NVC” = message key code will query the non-resident violator compact file to reveal if a state is or is not a participant in the non-resident violator compact covered in state statute 46.1 - 179.2.

Format

NVC.ORI.LIS/

Where: NVC = Message key code.
ORI = Inquiring agency's ORI.
LIS = Queried license state two character code.

Example

NVC.VAVSP00H1.LIS/MD

1118 31701 1309 HOWL
NVC.VAVSP00H1.
RE MSG:NVC.VAVSP00H1.LIS/MD

THE STATE OF MARYLAND 'IS'
A MEMBER OF THE NON-RESIDENT VIOLATOR COMPACT.

MRI 131701 IN: HOWL 28 AT 18NOV2007 13:09 OUT: HOWL 67 AT 18NOV2007 13:09

CONCEALED WEAPONS PERMIT COMPACT FILE

Message Use

The “QCWP” message key code will query the concealed weapons file to reveal if a state is or is not a participant in the concealed weapon permit compact. This format will reveal if Virginia recognizes the out of state concealed weapons permit when the state is not a member of the compact. State code section 18.2-308 section P.

Format

QCWP.ORI.LIS/

Where: QCWP = Message key code.
ORI = Inquiring agency's ORI.
LIS = Queried license state two character code.

Example

QCWP.VAVSP00H1.LIS/TN

0103 00117 0935
VCIN REPLY
QCWP VAVSP01H1.LIS/TN

THE STATE OF TENNESSEE IS A CONCEALED WEAPON RECIPROCITY STATE

MRI 117 IN: UNQ1 3 AT 03JAN2008 09:35 OUT: HOWL 6 AT 03JAN2008 09:35

MACHINE GUN REGISTRY

Message Use

The "QMN" message key code will query the Virginia Machine Gun Registry by name to reveal if an individual has a machine gun registered in the state of Virginia.
Format 515 QMN.ORI.NAM/

The "QMA" message key code will query the Virginia Machine Gun Registry by address to reveal if an individual has a machine gun registered in the state of Virginia
Format 516 QMA.ORI.SAD/.CIS/

The "QMR" message key code will query the Virginia Machine Gun Registry by system registration number to reveal if an individual has a machine gun registered in the state of Virginia
Format 517 QMR.ORI.SRN/

Field	Field	Edits
NAM	Machine Gun Owners Name	Minimum of five and maximum of 53 characters including alphas, comma, and spaces. A comma must follow last name: no spaces after comma. (i.e. SMITH,JOHN ADAM JR)
SAD	Street Address	Street Address of the location of the machine gun. Maximum 50 characters.
CIS	City, State, and ZIP	Must have a comma separating city and the two character state code followed by a space and the five or nine character zip code. Maximum 33 characters.
SRN	State Record Number	Must be 5 characters in length.

Example
QMN.VAVSP00H1.NAM/SMITH,JOHN ADAM

1115 00000 1014
VCIN REPLY
QMN VAVSP00H1.NAM/SMITH,JOHN ADAM

THE FOLLOWING RECORDS WERE FOUND MATCHING THE CRITERIA ENTERED.
QUERY BY SYSTEM RECORD NUMBER TO VIEW INFORMATION FOR A SELECTED INDIVIDUAL.

REGNO NAME

06811 Smith, John Thomas
06826 Smith, John Thomas

MRI 91185 IN: UNQ1 26521 AT 15NOV2002 10:14 OUT: HOWL 2 AT 15NOV2002 10:14

VIRGINIA CONCEALED WEAPONS REGISTRY FILE

Message Use

The "QCP" message key code will query Virginia Concealed Weapons Registry the concealed weapons file to reveal if an individual has a concealed weapons permit in the state of Virginia.

Format 555 and 556

QCP.ORI.NAM.SEX.RAC.DOB or QCP.ORI. NAM.SEX.RAC.DOB.SOC

Field	Field	Edits
NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The NCIC Code Manual, Personal Descriptors, provides coding instructions.
RAC	Race	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SEX	Sex	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
DOB	Date of Birth	Must be a valid Gregorian date if it is the only numeric identifier (YYYYMMDD). The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information available in Personal Descriptors, NCIC Code Manual.
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or non issue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, NCIC Code Manual.

Example

QCP.VAVSP00H1.NAM/STRINGBEAN,LEROY.SEX/M.RAC/W.DOB/19480916

0104 01025 1413 HFS
VCIN REPLY
VAVSP00H1
RTYPE/HIT

MKE/RESIDENT CONCEALED HANDGUN PERMIT
NAM/STRINGBEAN, LEROY B
SEX/M RAC/W DOB/19480916
HGT/509 WGT/165 EYE/BRO HAI/BRO
SOC/123456789
ADR/TEST RECORD CTY/TEST RECORD STA/VA ZIP/23261
ISD/20070202 RDE/20070202 EXP/20120202
FIPS/001 ACCOMACK CO CIRCUIT
VIC/C00219077 PMT/C0012345
DTE/20030728 DTM/20070202
** END OF RECORD - CONFIRM WITH ORI/VAVSP0000 VIRGINIA STATE POLICE - HEADQUARTERS

MRI 1025 IN: HFS 528 AT 04JAN2008 14:13 OUT: HOWL 25 AT 04JAN2008 14:13

DMV Disclosure Information

1. Under Section §2.2-3806 *Code of Virginia*, the Department of Motor Vehicles is authorized to release all inquiries made against the driver or registration files to the person of record or his/her representative upon request.

2. To prevent unwanted disclosure of criminal investigation inquiries, the message field code of "PUR" should be used when conducting DMV vehicle file queries: QV and QVN.

    a. When obtaining DMV information as part of a criminal investigation, enter a "C" for criminal investigation. Then no disclosure of the inquiry shall be made to the person of record or his/her representative as provided for in §2.2-3806 A (3) c of the *Code of Virginia*.

    b. If the DMV inquiry is for purpose other than a criminal investigation or where the function in which disclosure of the inquiry would not jeopardize a criminal investigation. Leave the field blank when you are using formatted screens or leave the "PUR" off if you are typing the format. When the field is omitted or left blank, the inquiry will be logged at DMV as a traffic/administrative inquiry and disclosure will be made upon request.

QNAM.

Query Name

The "QNAM" key code is utilized to provide a search of the VCIN/NCIC Wanted/Missing Persons File and the Virginia DMV Driver/Registration Files. Additionally, an optional search of one out-of-state Driver File and the VCIN/CCH - NCIC/III Name Index Files may be requested.

Format (To search all files) 213

QNAM.ORI.NAM.SEX.RAC.DOB.LIS.SOC.ATN.CCH.PUR

Example

QNAM.VAVSP0000.NAM/SMITH,JOHN P.SEX/M.RAC/W.DOB/19490916.LIS/NC.
SOC/227664197.ATN/SGT J P JONES.CCH/Y.PUR/C

Responses	Search Criteria
1. VCIN Wanted/Missing Person	NAM, SEX, RAC, DOB & SOC
2. NCIC Wanted/Missing Person	NAM, SEX, RAC, DOB & SOC
3. DMV Va. Driver Status	NAM, SEX, DOB & SOC
4. DMV Va. Registered vehicle by name	NAM & SOC
5. DMV Out-of-State driver status	NAM, SEX, RAC, DOB & OL NUMBER
6. VCIN VA/CCH name index	NAM, SEX, RAC, DOB & PUR C
7. NCIC III name index	NAM, SEX, RAC, DOB, SOC, & PUR C

Minimum Required Fields

QNAM.ORI.NAM.SEX.RAC.DOB

Example

QNAM.VAVSP0000.NAM/SMITH,JOHN P.SEX/M.RAC/W.DOB/19490916

Responses	Search Criteria
1. VCIN Wanted/Missing Person	NAM, SEX, RAC & DOB
2. NCIC Wanted/Missing Person	NAM, SEX, RAC & DOB
3. DMV Va. Driver status	NAM, SEX & DOB
4. DMV Va. Registered vehicles by name	NAM only

Optional Fields LIS.SOC.CCH.PUR

LIS The LIS/ Field can be used to search an out-of-state driver file by including that state's two-character code in the LIS Field. If SOC/ is included, an additional search will also be made, if that state uses SOC as operators' license numbers.

SOC When the "SOC" Field is used a search will be made of the following additional data files:

1. VCIN/NCIC Wanted/Missing Persons Files by "SOC" number
2. Virginia Driver File by SOC
3. Out-of-State Driver File by OLN if that state uses the SOC as an operator's license number
4. NCIC/III by SOC if the CCH Field is used
5. Virginia Vehicle Registration File by name and SOC

CCH Optional Field

If CCH is included in format VCIN/CCH and NCIC/III name index files will be searched.

Y = Yes

If CCH is requested, terminals CCH capability will be verified prior to processing CCH inquiry.

The "ATN" must be used when the CCH field is used.

PUR Optional Field

If the inquiry is for a criminal investigation use PUR/C at the end of your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off. The "PUR" field is for Virginia DMV inquiry only, the computer will automatically insert a PUR/C for the criminal history part of the inquiry when the CCH/Y is used.

Formatted Screens For Honeywell Bull and GLINK Terminals Only:

All formats are stored in the computer in Richmond and controlled by 3 digit numbers. Approximately 17 of these formats can be called up by depressing F1 through F8 or shift F2 through F8 keys. The remaining formats are controlled by 3 digit numbers. To access these formats depress shift F1 key, type in the 3 digit number and depress transmit key.

A. When the format is displayed the cursor will be in the first data field.

B. The cursor will tab from field to field automatically after you have finished filling a field.

C. If you do not have enough data to fill a field, or the field is not mandatory, use the tab key to go to the next field.

D. If you try to bypass a mandatory field, the terminal will beep and lock up.

E. Depress the reset key (top left hand key) and enter the data required into the field.

F. Depress the transmit key to send the completed format.

G. The following is a list of formats assigned to F1 through F8 keys and shift F2 through F8:

F1 = QV Query Wanted and Virginia's DMV by License Number

F2 = QV Query Wanted and Virginia's DMV by VIN
Shift F2 = QVN - Query Virginia's DMV Vehicle File by Name

F3 = RQ Query Out-of-State Registration Files by License Number
Shift F3 = QD - Query Virginia's DMV Driver File by SOC Number

F4 = QD Query Virginia's DMV Driver File by Name
Shift F4 = DQ Query Out-of-State Driver File by name

F5 = IQ Query Out-of-State Criminal History Index File
Shift F5 = FQ Request a Criminal History From Another State's Central File

F6 = QT Query Virginia DMV for a Driver Transcript by Name
Shift F6 = QT Query Virginia DMV for a Driver Transcript by SOC

F7 = QW Query NCIC/VCIN Wanted/Missing Files
Shift F7 = QNAM Query Multiple Files

F8 = QH Query NCIC/VCIN Criminal History Index Files
Shift F8 = QR Request Criminal History Record From NCIC III and VCIN CCH Files

H. On the following pages is a list of formats that are requested by 3 digit codes.

WANTED PERSON FILE

225 Enter Wanted Adult in NCIC and VCIN
226 Enter Wanted Juvenile in NCIC and VCIN
229 Enter Alias and/or Additional Identifiers in NCIC/VCIN
230 Enter Supplemental Stolen/Fraudulent Identifiers in NCIC/VCIN
231 Modify Wanted Person in NCIC/VCIN
212 Query Wanted Person
234 Locate Wanted Person in NCIC/VCIN
534 Locate Wanted Person entered out of state
235 Enter a Detainer on a NCIC and VCIN Entry
236 Clear Wanted Person in NCIC/VCIN
237 Cancel a Detainer on a wanted person in NCIC and VCIN
238 Cancel Wanted Person or Temporary Wanted Person in NCIC/VCIN or VCIN only
239 Cancel Alias and/or Additional Identifiers or Cancel Stolen/Fraudulent Identifiers
240 Confirmation Request on Wanted Person File (Hit) In-State
241 Positive Response (Hit) Reply to Wanted Person File In-State
242 Confirmation Request in Wanted Person File (Hit) Out-of-State
243 Positive Response (Hit) Reply to Wanted Person File Out-of-State

PROTECTIVE ORDERS

455 Enter a Court Issued Protective Order
457 Modify Protective Order with VIC and Last Name
456 Cancel Protective Order with VIC and Last Name
529 Query Protective Order file
530 Clear protective Order
492 Enter alias (es), additional identifiers, and additional protected persons to base record
493 Cancel alias (es), additional identifiers, and additional protected persons to base record
526 Notification to entering agency when a protective order has been served
492 Enter protective order alias, and Additional Protected Persons
493 Cancel Protective Order Alias and/or Additional Identifiers
494 Confirmation Request on Protective Order File (Hit) In-State
495 Positive Response (Hit) Reply to Protective Order File In-State
496 Confirmation Request in Protective Order (Hit) Out-of-State
497 Positive Response (Hit) Reply to Protective Order File Out-of-State

TAG FILE

244 Enter Stolen License Plates
245 Modify Stolen License Plates
200 Query Stolen License Plates
246 Locate Stolen License Plates in VCIN/NCIC
539 Locate Stolen License Plates wanted out of state
247 Clear Stolen License Plates
248 Cancel Stolen License Plates
249 Confirmation Request on Stolen License Plates File (Hit) In-State
250 Positive Response (Hit) Reply to Stolen License Plates File In-State
251 Confirmation Request on Stolen License Plates File (Hit) Out-of-State
252 Positive Response (Hit) Reply to Station License Plates File Out-of-State

253 Enter Stolen/Felony Vehicle
256 Modify Vehicle (stolen or felony) by License Number
257 Modify Vehicle (stolen or felony) by VIN
205 Query Vehicle File by Name
260 Query DMV for Lien Information by License Number
261 Query DMV for Lien Information by VIN
262 Query DMV for Dealer Information by Name
264 Query DMV Dealer File by Certificate Number
200 Query Virginia DMV Registration and Wanted Files by License Number
202 Query Virginia DMV Registration and NCIC/VCIN Wanted Files by VIN
267 Locate Stolen or Felony Vehicle by License Number entered in VCIN/NCIC
535 Locate Stolen or Felony Vehicle by License Number entered by another state
268 Locate Stolen or Felony Vehicle by VIN entered in VCIN/NCIC
536 Locate Stolen or Felony Vehicle by VIN that is entered by another state
271 Clear Stolen or Felony Vehicle by License Number
272 Clear Stolen or Felony Vehicle by VIN
273 Clear Stolen Vehicle entered by OAN and OCA only
274 Cancel Stolen or Felony Vehicle by License Number
275 Cancel Stolen or Felony Vehicle by VIN
276 Cancel Stolen Vehicle Entered by OAN and OCA only
279 Confirmation Request of Stolen Vehicle File (Hit) In-State
280 Positive Response (Hit) Reply to Stolen Vehicle In-State
281 Confirmation Request of Stolen Vehicle (Hit) Out-of-State
282 Positive Response (Hit) Reply to Stolen Vehicle Out-of-State
283 Confirmation Request of Felony Vehicle (Hit) In-State
284 Positive Response (Hit) Reply to Felony Vehicle In-State
285 Confirmation Request of Felony Vehicle (Hit) Out-of-State
286 Positive Response (Hit) Reply to Felony Vehicle Out-of-State
291 Enter Stored Vehicle
292 Modify Stored Vehicle by License Number
293 Modify Stored Vehicle by VIN
294 Clear Stored Vehicle by License Number
295 Clear Stored Vehicle by VIN
296 Query Citation Tracking System by Name
297 Query Citation Tracking System by SCC Number
298 Enter Liquidated Damage Update
301 Query Motor Carrier File by Name
302 Query Motor Carrier File by Customer Number
303 Query Motor Carrier File by Decal Number
507 Query Motor Carrier File by ICC Number
508 Query Motor Carrier File by DOT Number
458 Query VA Handicapped Parking Permit
476 Query Stored Vehicle File by Owner's Last Name

VEHICLE/BOAT PART FILE

255 Enter Stolen Part
258 Modify Stolen Part
202 Query Serial Number
270 Locate Stolen Vehicle/Boat Part entered into VCIN/NCIC
537 Locate Stolen Vehicle/Boat Part entered out of state
299 Clear Stolen Part
277 Cancel Stolen Part
287 Confirmation Request of Stolen Part (Hit) In-State
288 Positive Response (Hit) Reply to Stolen Part In-State
289 Confirmation Request of Stolen Part (Hit) Out-of-State
290 Positive Response (Hit) Reply to Stolen Part Out-of-State

DRIVER FILE

304 Query Virginia Driver File by Name
305 Query Virginia Driver File by SOC
306 Query Virginia Transcript File by Name
307 Query Virginia Transcript File by SOC
459 Enter Administrative License Suspension
460 Query Administrative License Suspension by Name, DOB, and Sex
461 Query Administrative License Suspension by Name and DCN
462 Cancel Administrative License Suspension
475 Query Virginia Driver File without Complete DOB

CRIMINAL HISTORY FILE

216 Query III and/or VCIN Criminal History Files including Virginia Sex Offender Registry (SOR) file
309 Request Criminal Record from III and/or Virginia (Complete Format)
215 Request Criminal Record from III and/or Virginia (Minimum Format)
311 Request All Names, DOB's, and FPC assigned to a SID Number
312 Query Canada or Another State's Central Criminal History Index File
313 Request a Criminal Record From Canada or Another State's Central Files that is not Indexed in III

MISSING PERSON FILE

314 Enter Missing Disability Juvenile
315 Enter Missing Disability Adult
316 Enter Missing Involuntary Juvenile
317 Enter Missing Involuntary Adult
318 Enter Missing Endangered Juvenile
319 Enter Missing Endangered Adult
320 Enter Missing Catastrophe Victim
321 Enter Missing Juvenile
323 Enter Missing Other
322 Modify Missing Person
324 Cancel Missing Person
326 Query Missing Person File With Non-Unique Identifiers
327 Confirmation Request on Missing Person (Hit) In-State

328 Positive Response (Hit) Reply to Missing Person File In-State
329 Confirmation Request on Missing Person (Hit) Out-of-State
330 Positive Response (Hit) Reply to Missing Person Out-of-State
331 Locate Missing Person entered into VCIN/NCIC
538 Locate Missing Person missing from out of state
334 Clear Missing Person (Adult and Juveniles)
335 Enter Alias (es) and/or Additional Identifiers to Missing Person
336 Cancel Alias (es) and/or Additional Identifiers to Missing Person
337 Enter Supplemental Dental Records
338 Modify Supplemental Dental Records
339 Cancel Supplemental Dental Records

NLETS

340 Query Out-Of-State Vehicle by License for Registration
341 Query Out-Of-State Vehicle by VIN for Registration
342 Query Out-Of-State Drivers License Status File by Name
343 Query Out-Of-State Drivers License Status File by OLN
344 Query Out-Of-State Drivers History File by Name
345 Query Out-Of-State Drivers History File by OLN
346 Snowmobile Inquiry Format by Registration Number
347 Query Out-Of-State Boat
348 Out-Of-State Road and Weather Inquiry
349 National Help File
351 Automated ORI File Query by ORI
352 Automated ORI File Query by Location
353 Automated ORI File Query by Federal Code
354 Translation of the DPTD and DSTN Fields Format
355 Query FAA/TECS Aircraft Tracking System by Registration Number
356 Query FAA/TECS Aircraft Tracking System by Date Range
357 Query FAA Aircraft Registration System by Name Of Registered Owner
358 Query FAA Aircraft Registration System by Registration Number
359 Query FAA Aircraft Registration System by Serial Number
360 Query Hazardous Material File
361 Query Person File in Canada
362 Query Vehicle File In Canada for Stolen, Observation, Crime, Abandoned, or Pointer Status by License Number
363 Query Vehicle File in Canada for Stolen, Observation, Crime, Abandoned, or Pointer Status by VIN
364 Query Driver License File in Canada
365 Query Vehicle Registration in Canada by License
366 Query Vehicle Registration in Canada by VIN
367 Query Article File in Canada
368 Query Gun File in Canada
369 Query Security File in Canada
370 Boat File in Canada
453 Inquiry into NICB Impound and Export Files
454 Inquiry into all of NICB Files
510 Law Enforcement Support Center (IAQ)

511 National Drug Pointer Index (DEX)
512 National Drug Pointer Index (DUX)
513 National Drug Pointer Index (DRX)
514 National Drug Pointer Index (DTX)
558 Query Out of State Concealed Weapons File by Name and DOB
559 Query Out of State Concealed Weapons File by SOC
560 Query Out of State Concealed Weapons File by Permit Number
561 Interpol Wanted Person Query
562 Interpol Wanted Person Query for Details
563 Interpol Vehicle Query
564 Interpol Vehicle File Query for Details
565 Interpol Travel Document Query
566 Interpol Travel Document Query Details
567 Commercial Vehicle Information Query by DOT Number
568 Commercial Vehicle Information Query by VIN Number
569 Commercial Vehicle Information Query by LIC Number

BOATS

371 Enter Stolen Boat
375 Modify Stolen Boat and Supplemental Data
376 Query Boat Wanted File
377 Query Virginia Boat File for Registration by Registration Number
378 Query Virginia Boat File for Registration File by Boat Hull Number
379 Query Virginia Boat File for Registration by Social Security Number

BOATS Continued

347 Query Out-of-State Boat Registration Files
382 Confirmation of Stolen Boat File Hit (Positive Response) Instate Use
383 Positive Response (HIT) Reply -Boat File- Instate
384 Confirmation of Wanted Boat File Hit (Positive Response) Out of State
385 Positive Response (HIT) Reply for Boat File Out of State
386 Locate Stolen Boat
389 Clear Stolen Boat
390 Cancel Stolen Boat

GUN

392 Enter Lost Gun
393 Enter Stolen Gun or Gun Used in the Commission of a Felony
394 Modify Stolen or Lost Gun
395 Query Stolen/Recovered Gun File
396 Confirmation of Stolen Gun File Hit (Positive Response) Instate Use
397 Positive Response (HIT) Reply For Gun File Instate
398 Confirmation of Stolen Gun File Hit (Positive Response) Out of State
399 Positive Response (HIT) Reply for Gun File Out of State
400 Locate a Stolen or Lost Gun Entry
401 Clear Stolen or Lost Gun
402 Cancel Stolen Lost Gun

403 Enter Recovered Gun
404 Modify Recovered Gun
405 Cancel Recovered Gun
515 Machine Gun Registry by Name (Virginia File only)
516 Machine Gun Registry by Address (Virginia File only)
517 Machine Gun Registry by System Registration Number SRN (Virginia File only)
555 Query Virginia Concealed Weapons Registry File by Name, sex, race, and date of birth
556 Query Virginia Concealed Weapons Registry File by SOC

ARTICLES

406 Enter Single Stolen Article or lost articles with type category code “Q”
407 Enter Stolen Consecutively Serialized Articles or lost articles with type category code “Q”
408 Modify Stolen Article (S)
409 Query Article File
410 Confirmation Request of Stolen Article or lost articles with type category code “Q” (In State)
411 Confirmation Reply of Stolen Article or lost articles with type category code “Q” (In State)
412 Confirmation Request of Stolen Article or lost articles with type category code “Q” (Out of State)
413 Confirmation Reply of Stolen Article or lost articles with type category code “Q” (Out of State)
414 Locate a Stolen Article or lost articles with type category code “Q” (S)
415 Locate Part of a Consecutively Serialized Group of Articles
416 Clear Stolen Article or lost articles with type category code “Q” (S)
417 Clear only a Part of a Consecutively Serialized Group of Articles
418 Cancel Stolen Article or lost articles with type category code “Q” (S)
419 Cancel a Part of a Consecutively Serialized Group of Articles

SECURITIES

420 Enter Single Stolen Security
421 Enter Consecutively Serialized Group of Securities
422 Modify Security File
423 Query Security File by Serial Number
424 Query Security File by Owner
425 Query Security File by Owner and Type
426 Query Security File by Owner and OCA #
427 Query Security File by Owner and SOC
428 Query Security File by SOC
429 Confirmation Request of Stolen Security (In State)
430 Confirmation Reply of Stolen Security (In State)
431 Confirmation Request of Stolen Security (Out of State)
432 Confirmation Reply of Stolen Security (Out of State)
433 Locate Stolen Security
434 Locate Consecutively Serialized Group of Securities
435 Clear Stolen Security
436 Clear Consecutively Serialized Group of Securities
437 Cancel Stolen Security
438 Cancel Consecutively Serialized Group of Securities

SEXUAL OFFENDER REGISTRY

505 Query Virginia Sexual Offender Registry

UNIDENTIFIED PERSONS

439 Enter Unidentified Deceased Person
442 Enter Supplemental Data for the Unidentified File
443 Enter Dental Record for Unidentified Person File
444 Modify Unidentified Person Base Record
445 Modify Dental Record for Unidentified Person File
446 Inquiry on the Unidentified File by NCIC Number
447 Inquiry on the Unidentified Person File by Body Parts Status
448 Inquiry on the Unidentified Persons File by Age, Sex, RAC, Eye, HAI, HGT, and WGT
449 Clear an Unidentified Person Entry
450 Cancel an Unidentified Person Entry
451 Cancel Supplemental SMT Record for Unidentified Person File
452 Cancel Supplemental Dental Record for the Unidentified Person File

ADMINISTRATIVE MESSAGES

500 Fatal Accident Message
501 Validation of Wanted File Message
502 Reporting of Firearms Seized, Forfeited, Found, etc.
503 Disposition of Firearms Seized, Forfeited, Found etc.
504 Multiple Handguns Purchase Application
506 Administrative Impoundment of Motor Vehicle Message to DMV, Richmond

CRIMINAL GANG/TERRORIST ORGANIZATION FILE

463 Enter Criminal Gang Reference File or Terrorist Organization Reference File
464 Modify Gang or Terrorist Organization File
465 Cancel Gang or Terrorist Organization File
466 Inquiry into the Gang and Terrorist Organization Files
467 Enter Supplemental Gang and Terrorist Organization Information
468 Cancel Supplemental Gang and Terrorist Organization Information
469 Enter Criminal Gang Member Enter Terrorist Organization Member
470 Modify Gang Member and Terrorist Organization Member Entry
471 Cancel Gang Member and Terrorist Organization Member Entry
472 Query the Violent Gang and Terrorist Organization Member File
473 Enter Supplemental Data to Gang and Terrorist Member Records
474 Cancel Supplemental Data to Gang and Terrorist Member Records

IDENTITY THEFT FILE

518 Investigative Interest Entry
519 Investigative Interest Cancel
520 Enter Stolen Identity
521 Modify Stolen Identity Theft
522 Cancel Stolen Identity Theft Entry
523 Query Identity Theft File Only
524 Enter Alias and/or Additional Identifiers in NCIC Identity Theft
525 Cancel Alias and/or Additional Identifiers in Stolen Identity Theft

NCIC OTHER TRANSACTION FILE

227 Enter Investigative Interest on Another Agency's Record in NCIC
228 Cancel Investigative Interest on Another Agency's Record in NCIC

FILE TRANSACTION

515 Query Machine Gun Registry by name
516 Query Machine Gun Registry by address
517 Query Machine Gun Registry by System Registration Number
213 Search of the VCIN/NCIC Wanted/Missing Persons File and the Virginia DMV Driver/Registration Files
555 Query Virginia Concealed Weapons Registry File by Name, Sex, Race, and DOB
556 Query Virginia Concealed Weapons Registry File by Name, Sex, Race, DOB, and SOC

Article File

**** NOTE ****

The Virginia Criminal Information Network does not maintain an Article File in the state system, and information concerning the national Article File is covered in that section of the NCIC Operating manual.

The (EOT) characters at the end of the NCIC example formats must be disregarded.

Virginia Inspections Stickers

Information on entering stolen Virginia inspection and emissions stickers will be located on pages II-1-1 and II-1-2 of this section. To obtain information on the vehicle the sticker was issued to, refer to the Administrative Message section of this manual.

ENTER STOLEN VIRGINIA INSPECTION AND EMISSIONS STICKERS

The following entry procedures are to be used for the entry of single and consecutively serialized stolen Virginia inspection and emissions stickers into the NCIC article file. The standard article file formats are to be used when you enter, modify, clear, cancel, and locate stolen Virginia inspection and emissions stickers in the article file.

Type	The type for all Virginia stolen inspection and emissions stickers is JSTICKE.
Serial	Annual Approved Stickers - Passenger Vehicles and Trucks: The serial number on annual approval stickers is unique. The first character is an alpha character and is followed by up seven numeric characters. Example: The unique serial number A1234567 will be entered as A1234567. Annual Trailer/Motorcycle Decals: The serial number on annual trailer/motorcycle decals consists of the following: The first two characters are TM. The third character is an alpha character prefix followed by up to six numeric characters. Example: A serial number T/M-A123456 will be entered as TMA123456. Rejection Stickers: The serial numbers on rejection stickers are unique and consist of up to six numeric characters. Example: A rejection sticker with serial number 123456 will be entered as 123456. Emissions Stickers: The serial numbers on emissions stickers (approval, waiver, rejection) are unique and consist of a two alpha character prefix, EA for approval, EW for waiver, ER for rejection, followed by up to six numeric characters. Example: An approved emissions sticker with serial number EA 000036 will be entered as EA000036.
Brand	Brand will always be VA.
Model	Model will be month and year of expiration, if known. On waiver emission stickers, the model will be word “permanent.”
Owner-Applied Field	Will be left blank.
Date of Theft	Date stickers were stolen.
OCA	Case number assigned by investigating agency.

Miscellaneous Field — Insert type of sticker: annual approval sticker, annual T/M decal, rejection sticker, approval emission, waiver emission, or rejection sticker.

Example: Single Stolen Inspection Sticker

EA.VAVSP0100.JSTICKE.A1234567.VA.JULY 04..20030701.1234M.ANNUAL APPROVAL STICKER

Example: Consecutively Serialized Group Stolen Stickers

EAA.VAVSP0000.JSTICKE.A1234500-A1234599.JULY 04..20030701.12346M.ANNUAL APPROVAL STICKERS

Query format on Virginia inspection sticker for stolen status.

Example:

QA.VAVSP0000.TYP/JSTICKE.SER/A1234567

Special Note:

Retention period for stolen sticker records is the current year plus one year.

BOAT FILE

The Virginia Criminal Information Network does not maintain a Stolen Boat File in the state system. All update transactions and wanted information concerning the national Boat File is covered in that section of the NCIC manual.

The (EOT) characters at the end of the NCIC example formats must be disregarded.

BOAT REGISTRATION

Virginia boat registration	Page II-2-1 of this section.
Out of state boat registration	NLETS section.

QVB.
QUERY VIRGINIA BOAT

Message Use

The "QVB." message is utilized to query the Department of Game and Inland Fisheries boat registration file to obtain information concerning the status of a boat registration.

Minimum Required Fields

QVB.ORI.REG/ Query on boat registration number

or

QVB.ORI.SOC/ Query on owner's social security number

or

QVB.ORI.BHN/ Query on boat hull identification number

EXAMPLE: by registration number

QVB.VAVSP0000.REG/1111XX

0526 12345 1410
VA BOAT FILE REPLY

QVB.VAVSP0000.REG/1111XX

REG/1111XX REY/043099

JOHN DOE SOC/227663198
8187 WARWICK RD
RICHMOND VA 23224

BMA/CARVER BYR/98 BLE/024 BHN/CDR58069M74J
BMO/OP HUL/FG PRO/IO

* special message if required

MRI 147812 IN: FISH 14 AT 04NOV97 19:32:09 OUT: HOWL 3 AT 04NOV97 19:33:02

Field Codes and Edits

REG/ suffix. Boat registration number which consists of 1 to 4 digits and 1 or 2 alpha characters as the suffix. The prefix VA is not used. "O", "I", and "Q" are not used in the suffix as they are too easily mistaken for a numeric character.

The suffix "D" is used for dealer demonstration boats and will have no information about the boat, but will list the owner as the dealer.

The suffix "M" is used for manufacturer demonstration boats and will have no information about the boat, but will list the owner as the manufacturer.

The suffix "LB" is used for Livery boats.

If the boat is not required to be registered, but is titled only, the title number will be a 4 digit number. These boats do not have an expiration date, i.e., 000000 in the REY/ field.

REY/ Expiration date of the boat registration.

SOC/ Social security number of the boat owner. This field was not required until July 1, 1986, so not all records contain this information. If the boat is registered to a corporation or business, this field is not required and may contain blanks, the company federal ID number, or the social security number of the person who signed the application.

BMA/ Make of boat.

BYR/ Year built.

BLE/ Length of boat.

BHN/ Hull ID of the boat. This field is required only for boats built after 1972.

BMO/ Model of boat.

OP = Open	CC = Cabin Cruiser
HB = Houseboat	SA = Sail Boat
OT = Other	

HUL/ Hull Material.

WD = Wood	FG = Fiberglass
MT = Metal	IF = Inflatable
OT = Other	
RU = Rubber (no longer being used, these will be recorded as they are updated as IF)	
AL = Aluminum (no longer used, will be recoded as MT)	

PRO/ Propulsion.

OB = Outboard	IO = Inboard/Outboard

AI = Sail/Inboard AO = Sail/Outboard
NA = Not Available
AX = Auxiliary Sail (No longer being used, these will be recoded AI or AO)

*Special message if required:

EXPIRED	-	registration has expired
CANCELED	-	registration has been canceled date of cancellation will appear in the REY/ field
CANCELED - BAD CHECK RECEIVED	-	registration has been canceled date of cancellation will appear in the REY/ field
REPORTED STOLEN TO GIFC	-	boat has been reported stolen to Game and Inland Fisheries date of cancellation will appear in the REY/ field
NO RECORD FOUND	-	No record found
INVALID REQUEST	-	Request is not recognizable
TITLE ONLY	-	Title only

Gun File

**** NOTE ****

The Virginia Criminal Information Network does not maintain a Gun File in the state system. All transactions and information concerning the national Gun File is covered in that section of the NCIC manual.

The (EOT) characters at the end of the NCIC example formats must be disregarded.

		Page
EW. -	Enter Wanted Persons in NCIC and VCIN	II-4-30
	Additional Guidelines for Entries of Wanted Person	II-4-36
	Automatic Retirement of Record	II-4-7
	Caution Indicator	II-4-7
	Criteria for Entry into the Wanted Person File	II-4-1
	Criteria for Entry of John or Jane Doe Warrants into the Wanted Person File	II-4-41
	Entering Names and Dates of Birth for Stolen/Fraudulent Identifiers	II-4-18
	Entry of Juvenile Offenders	II-4-1
	Rejecting Duplicate Records	II-4-18
	Data Flow of Transactions into the VCIN and NCIC Files	II-4-4
	Documentation for Entry into NCIC/VCIN Files	II-4-28
	Documentation Form for Warrants Sent out for Service	II-4-29
	Extradition Information in an Entry (Felony)	II-4-3
	(Misdemeanor)	II-4-4
	Image Capability	II-4-19
	Investigative Interest	II-4-28
	Livescan Booking System	II-4-27
	Mandatory Fields for Entry into the Wanted Person File	II-4-35
	Message Field Codes and Edits for Wanted Person File	II-4-9
	Message Key Codes	II-4-5
	Posting of Wanted Person Notices	II-4-8
	Record Retention Period	II-4-7
	Validations	II-4-8
	Vehicle or License Plate Data and the Dollar Eight Program ($.8.)	II-4-42
	Warrants Entered into the VCIN Wanted Person Files Through the eMagistrate System	II-4-20
EN. -	Enter Alias(es)/Additional Identifiers	II-4-73
	Additional Guidelines for Entries of a Supplemental Record on a Wanted Person	II-4-77
	Field Codes and Edits for Supplemental Record for the Wanted Person File	II-4-77
	Message Key Codes	II-4-5
	Number of Additional Identifiers in a Supplemental Record	II-4-75
ENS. -	Enter Stolen/Fraudulent Identifiers	II-4-81
	Additional Guidelines for Entries of a Stolen/Fraudulent Record on a Wanted Person	II-4-83
	Message Key Codes	II-4-5
	Number of Additional Identifiers in a Stolen/Fraudulent Record	II-4-83
ED.	Enter Dental Records	II-4-86
	Additional Guidelines for Dental Record	II-4-87
	Message Key Codes	II-4-5
	When to Use a Supplemental Dental Record Entry	II-4-86
MW. -	Modify Wanted Person	II-4-43
	Additional Guidelines for Modification	II-4-44
	Message Key Codes	II-4-5
	Modification to Remove Vehicle Data	II-4-45

Page

MD. Modify Dental Record II-4-89
Requirements for Supplemental Dental Record Modification II-4-89

MDW. Modify a Detainer on a Wanted Person II-4-66

QW. - Query Wanted Persons File II-4-46
Additional Guidelines for Inquiries II-4-51
Message Key Codes II-4-5
Procedure for Handling a HIT (Positive Response) II-4-56
Canadian Warrant - (NCIC Operating Manual) .....

LW. - Locate Wanted Person II-4-58
Additional Guidelines for Locate II-4-62
Extradition Information in a Locate Transaction II-4-60
Locate Procedure II-4-60
2nd Locate to a Record II-4-61
Message Key Codes II-4-5
When to Use a Locate Message II-4-57
Benefits and Effectiveness Data II-4-91

DW. - Enter a Detainer on a Wanted Person II-4-63
Additional Guidelines for Entries of a Detainer on a Wanted Person II-4-64
Message Key Codes II-4-5
What is a Detainer II-4-63
When to Use a Detainer Message II-4-63

CW. - Clear Wanted Person II-4-68
Additional Guidelines for Clear II-4-70
Clear Procedure if Wanted Person is Apprehended by Entering Agency II-4-70
Clear Procedure if Wanted Person Apprehended by Another Agency II-4-70
Message Key Codes II-4-5
When to Use a Clear Message II-4-62
Benefits and Effectiveness Data II-4-91

XDW. - Cancel a Detainer on a Wanted Person II-4-67
Message Key Codes II-4-5

XW. - Cancel Wanted Person II-4-71
Additional Guidelines for Cancel II-4-71
Message Key Codes II-4-5

XD. Cancel Dental Record II-4-90
Additional Guidelines for Cancel II-4-90

XN. - Cancel Alias(es)/Additional Identifiers II-4-79
Additional Guidelines for Canceling Supplemental Data II-4-80
Message Key Codes II-4-5

XNS. - Cancel Supplemental Stolen/Fraudulent Identifiers II-4-85
Message Key Codes II-4-5
Benefits and Effectiveness Data II-4-91

Criteria for Entry into the Wanted Person File

1. Only the agency that holds the warrant may make an NCIC/VCIN wanted person entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI field, but only when there is a written agreement between the two agencies that delineates the legal responsibility of each for the record.

2. An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is outstanding. Federal fugitives are persons who:

    a. Are being sought because they have been charged with one or more federal crimes,

    b. Have failed to appear for a required court action or for deportation, or

    c. Have escaped from federal custody.

3. An individual (including a juvenile who will be tried as an adult) for whom a felony or misdemeanor warrant is outstanding.

    a. The Code of Virginia, 19.2-390.B, requires a felony warrant or capias be entered into NCIC and VCIN within 72 hours of receipt, effective July 1, 2001. If the warrant is entered through the e-magistrate system, the 72 hours start upon receipt of the "WL" message from the magistrate

    b. All felony warrants or capias issued prior to July 1, 2001, must also be entered into NCIC and VCIN.

    c. All warrants are required to be entered into VCIN and NCIC wanted person files, including all misdemeanor offenses, regardless of the extradition and the seriousness of the offense.

4. Probation and parole violators meeting the criteria above.

5. Juvenile status is determined by the laws of the state of residence of the parent, guardian, person, or agency entitled to legal custody of such juvenile. The criteria for entry are the following:

    a. A juvenile who has been adjudged delinquent and is subject to the jurisdiction of the court making such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court (Category 1), and;

        1) Who has escaped from an institution or agency vested with the legal custody or supervision of such juvenile, or

        2) Who has absconded while on probation or parole.

    b. Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment, which subjects such a delinquent to probation or parole or to the legal custody of the institution or agency concerned.

    c. Specifically excluded from this category are "status offenders," i.e., children who commit noncriminal but legally proscribed acts, such as truancy, disobedience to parents, running away, and violating curfew.

6. A juvenile who has been charged with the commission of a delinquent act that would be a crime if committed by an adult and who has fled from the state where the act was committed. (Category 2)

   a. Entry of a record in this category is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

   b. Only agencies in states where the Rendition Amendment to the Interstate Compact on Juveniles (ICS) has been signed will be permitted to enter Category 2 records. (The ICS and the Rendition Amendment can be found in Section 10 of the NCIC Operating Manual, Wanted Person section.) The following states are permitted entry:

Alabama	Indiana	Nebraska	Rhode Island
Alaska	Iowa	Nevada	South Carolina
Arizona	Kansas	New Hampshire	Tennessee
Arkansas	Kentucky	New Jersey	Texas
California	Louisiana	New Mexico	Utah
Colorado	Maine	New York	Vermont
Delaware	Maryland	North Carolina	Virginia
Florida	Massachusetts	North Dakota	Washington
Georgia	Minnesota	Ohio	West Virginia
Hawaii	Mississippi	Oklahoma	Wisconsin
Idaho	Missouri	Oregon	Wyoming
Illinois	Montana	Pennsylvania	District of Columbia

   c. Agencies in states not listed that attempt to enter a EWJ record with an offense code other than 8100, 8101, or 8102 will receive the reject message: REJECT - NOT AUTHORIZED.

   d. A positive record response is also restricted to those states listed above for EWJ entries with an offense code other than 8100, 8101, or 8102. Agencies in states not listed above will receive a “NO RECORD” response.

7. A temporary felony want record, message key (MKE) ET, may be entered to establish a "want" entry when a law enforcement agency needs to take **prompt action** to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a **felony**. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.

   A temporary felony want record must be specifically identified as such. A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felony want record must be either canceled and a permanent wanted person record (MKE/EW) must be entered or the MKE must be modified to the permanent wanted person record MKE/EW. A temporary felony want record will be automatically retired after 48 hours.

8. Magisterial summonses cannot be entered into VCIN. Section §19.2-76 Code of Virginia, states that a summons shall be executed by delivering a copy to the accused personally. When officer from another agency makes a traffic stop, the agency would not have access to the summons to serve on the subject.

   There are no provisions in §19.2-81 Code of Virginia, for the subject to be detained until a magisterial summons can be retrieved from the entering agency and executed on the subject therefore, an agency and its officers may incur civil liability in the event of an unlawful detention.

Military Deserter Entries

Classification of a soldier as a deserter is based on intent and not the time the soldier has been absent from his unit. Commanders will consider the circumstances surrounding unauthorized absences and request warrants for high risk Soldiers who depart to avoid prosecution, or when the commander believes there is a risk that the Soldier may commit violent acts, or harm themselves or others.

The military form DD Form 553 is considered a warrant of arrest when signed by the Commanding Officer.

The entering agency only needs to retain a copy of the DD553 used for entry in a control file for auditing purposes as the original is required to be forwarded to Fort Belvoir.

The Provost Marshal (PM)/Directors of Emergency Services (DES) will ensure entry of deserter into the NCIC/VCIN using the offense code 0299. It is critical that PM/DES use only the term "Deserter" with code 0299. This identifies the offense as "Military". PM/DES will provide details of the deserter offense in the "Miscellaneous Field".

PM/DES will also notify the United States Army Deserter Information Point (USADIP) via NLETS to ORI KYUSA0800, and provide an administrative message to include the following: 24/7 point of contact, subject's name, SSN, DOB, parent unit, date reported deserter and the NCIC NIC number.

Extradition

1. Before entering a record of a wanted person in NCIC/VCIN, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized when the individual is located in another state. For NCIC/VCIN purposes, extradition is the surrender **by one state to another** of an individual charged with or convicted of an offense outside its own territory and within the territorial jurisdiction of the other.

2. In situations where an agency is absolutely certain that the wanted person will not be extradited, the individual's record **may be entered** in NCIC with the extradition code number "4" in the extradition limitation (EXL) field. Extradition codes are listed in the NCIC Code Manual, Personal Descriptors chapter.

3. At the time of entry, if there is a limitation concerning extradition of the wanted person, such information should be entered using the appropriate code in the Extradition Limitation Field with any specific limitations placed in the MIS Field of the record. For example:

   EXTR DC AND MARYLAND ONLY
   EXTR EAST OF MISS ONLY

4. In many instances, however, no forecast of extradition can be made at the time the wanted person is entered on file because extradition is not a law enforcement decision. In such cases, use the codes 6 or F in the Extradition Limitation (EXL) Field to indicate PENDING EXTRADITION DETERMINATION. If at some future time, the entering agency learns that the individual definitely will not be extradited, the NCIC record **must be modified to change the appropriate code in the "EXL" field.**

5. Probation/Parole Violations, PB-15 will be entered with the "no extradition" code.

Felony Warrant Extradition Codes]

Code	Description
1	FULL EXTRADITION (Default value if field is left blank)
2	LIMITED EXTRADITION SEE MIS FIELD (Requires extradition limitations in the MIS Field)
3	EXTRADITION - SURROUNDING STATES ONLY
4	NO EXTRADITION
5	EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD (**Requires the name and ORI of the apprehending agency, where the extradition is pending, to be entered in the MIS Field**)
6.	PENDING EXTRADITION DETERMINATION

When extradition "4" is used, the NCIC computer will translate it as "NO EXTRADITION" and the VCIN wanted person files will translate as "EXL - WILL PICK UP ANYWHERE IN VIRGINIA."

NCIC will send a **$.K.EXL** message for records with EXL **5, 6, E,** or **F** that have remained unchanged for **15 days** to the entering agency.

Misdemeanor Warrant Extradition Codes]

Code	Description
A	FULL EXTRADITION
B	LIMITED EXTRADITION SEE MIS FIELD (requires data in the MIS Field)
C	EXTRADITION - SURROUNDING STATES ONLY
D	NO EXTRADITION
E	PENDING EXTRADITION SEE MIS FIELD (requires data in the MIS Field)
F	PENDING EXTRADITION DETERMINATION

Data Flow of Transactions into the VCIN and NCIC Files

1. When an agency enters or updates a Wanted Person File record into the NCIC/VCIN systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transaction and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent...

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

Message Key (Mke) Codes

Message	MKE	Translation
Entry	EW	WANTED PERSON
	EWJ	WANTED-JUVENILE DELINQUENT-ADJUDGED or WANTED-EMANCIPATED JUVENILE DELINQUENT-ADJUDGED or WANTED-JUVENILE DELINQUENT-CHARGED Or WANTED-EMANCIPATED JUVENILE DELINQUENT-CHARGED
	ET	WANTED PERSON-TEMPORARY FELONY
Modify	MW MT MDW	
Cancel	XW XT	
Inquiry	QW QWA QWE QWF QWS ZW	
Locate	LW*	LOCATED WANTED PERSON Or LOCATED WANTED JUVENILE DELINQUENT-ADJUDGED Or LOCATED WANTED JUVENILE DELINQUENT-CHARGED Or LOCATED WANTED EMANCIPATED JUVENILE DELINQUENT-ADJUDGED

		or LOCATED WANTED EMANCIPATED JUVENILE DELINQUENT-CHARGED
	LT	LOCATED WANTED PERSON-TEMPORARY FELONY
Entry of a detainer	DW	DETAINED WANTED PERSON or DETAINED WANTED JUVENILE DELINQUENT-ADJUDGED or DETAINED WANTED JUVENILE DELINQUENT-CHARGED or DETAINED WANTED EMANCIPATED JUVENILE DELINQUENT-ADJUDGED or DETAINED WANTED EMANCIPATED JUVENILE DELINQUENT-CHARGED
Clear	CW CT	
Cancellation of a detainer	XDW	
Entry of supplemental record of aliases and/or additional identifiers	EN	
Entry of supplemental stolen/fraudulent identifiers	ENS	
Cancellation of supplemental record	XN	
Cancellation of stolen/fraudulent identifiers	XNS	
Entry of dental information	ED	
Modification of dental information	MD	
Cancellation of dental information	XD	

*The LW MKE will only translate as indicated when the locate appended to the record shows that the subject will be extradited (EXTR) or detained (DETN).

Caution Indicator

1. A caution indicator should be added to the MKEs EW, ET, or EWJ when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual.

2. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field. For example, a record with MKE/EW-C might include one of the following in the CMC:

Code	Description	Code	Description
00	Armed and Dangerous	70	Suicidal

Refer to the NCIC Code Manual, Personal Descriptors section, for a complete list of codes.

3. For the MKE's EW and ET, the caution indicator C is preceded by a dash, e.g., EW-C; however, the message key EWJ does not allow space for the dash, e.g., EWJC.

4. The MKE EW-C translates WANTED PERSON - CAUTION. The MKE ET-C translates WANTED PERSON - TEMPORARY FELONY/CAUTION.

5. The MKE EWJC translates as one of the following:
   WANTED - JUVENILE DELINQUENT - ADJUDGED/CAUTION
   WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED/CAUTION
   WANTED - JUVENILE DELINQUENT - CHARGED/CAUTION
   WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED/CAUTION

Record Retention Period

1. Wanted person records have an unlimited retention period. A wanted person (EW) record that has not been located or has one locate message appended with no extradition (NOEX) will remain on file indefinitely or until action is taken to clear or cancel the record, or a second locate is placed upon the record. The same rules apply to a located juvenile record (whether emancipated or not).

2. Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection can be found in the File Transaction Section of this manual or the Introduction chapter of the NCIC Operating Manual.

Retention Period for a Temporary Felony Want Record

Temporary felony want records have a 48-hour retention period. A temporary felony want record will be retired at the end of 48 hours, and a $.P. administrative message will be sent to the originating agency. Additional information concerning the $.P. administrative message can be found in the Introduction chapter of the NCIC Operating Manual.

Automatic Retirement

1. A record with MKE/EW or MKE/EWJ to which one locate message has been appended indicating that the subject will not be extradited (NOEX) will be retired immediately upon receipt of a second locate message. The ORI of the record will be notified that the record has been retired.

2. A record with the MKE/EW or MKE/EWJ to which one locate is appended indicating that the subject will be extradited (EXTR) or detained (DETN) will be retired 5 days from the date of the locate transaction. The originating agency will be notified by a $.P. message. If a second locate is received within those 5 days, the retirement date will be reset to 5 days from the date of the second locate transaction.

3. Records for juveniles will not be retired when the juvenile reaches the age of emancipation. Once the individual has been emancipated, NCIC will notify the entering agency with a $.J. message, change the MKE translation, and add a caveat to the record indicating that the juvenile has reached the age of emancipation. Additional information concerning the $.J. administrative message can be found in the Introduction chapter of the NCIC manual.

4. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a wanted person base record or supplemental record for the year of entry plus 4 years, provided the license information has expired. Entering agencies are not notified of records from which expired license data are retired. If the expired license plate is the only searchable identifier in the Wanted Person File record, the entire record will be retired, and the originating agency will not be notified.

5. A nonexpiring license plate (LIY/NX) contained in a Wanted Person File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

Validation

A portion of the Wanted Person File records will be validated monthly as described in the File Transaction section of this manual and the Introduction chapter of the NCIC Operating Manual.

Posting of Wanted Person Notices

1. Users are reminded that when possible the FBI number should be included in a wanted person entry. When a Wanted Person File entry contains an FBI number, the same wanted information is posted in the subject's criminal history record maintained by the FBI Criminal Justice Information Services (CJIS) Division. The FBI CJIS staff will then notify a wanting agency of subsequent fingerprints received that are identified with the wanted person.

2. A user may request a copy of a subject's criminal history record by placing the acronym SIR (Send Identification Record) as the last item of the MIS Field of a Wanted Person File entry that contains an FBI number. A wanted notice will not be posted in the CJIS Division nor will an identification record be forwarded when the NCIC entry contains an incorrect FBI number. When an entry contains an incorrect FBI number, the ORI will be notified and requested to correct the NCIC record using a modification message.

3. The modification of an NCIC Wanted Person File record to add or correct an FBI number will cause a wanted notice to be posted in the subject's criminal history record. When a clear, cancel, or locate transaction is processed, a notification will be transmitted to remove the wanted notice from the criminal history record.

4. When a located Wanted Person File record containing an FBI number has detainer information appended, a Wanted Person Notice will be posted in the subject’s criminal history record.

Message Field Codes and Edits

Code	Field	Edits
ADD	Address Type	Must be a valid NCIC assigned code as listed in Personal Descriptors Codes, *NCIC 2000 Code Manual*.
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. More information in Personal Descriptors, *NCIC Code Manual*.
ALN	Name of Acknowledger	Last name, comma, and a minimum of the first initial of the person acknowledging the eMagistrate warrant.
CMC	Caution and Medical Conditions	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
COU	County	Free text (alphabetic).
CTI	Court Identifier	Must be a valid NCIC assigned ORI.
CTY	City	Free text (alphabetic).
CTZ	Citizenship	Must be a valid NCIC assigned country code as listed in State and Country Codes, NCIC Code Manual
DCH	Dental Characteristics	May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 11 of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DDA	Date of Documented Address	Must be a valid Gregorian date, (YYYYMMDD) and cannot be later than the current date.
DIS	Date Incarceration Starts	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text field. If the DNA field is N or defaulted to N, then the DLO must be blank.

Code	Field	Edits
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DNO	Detainer Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the DNO cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or any date 1 day through 9 years, 364 days prior to the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EWJ or EWJC, the DOB must be a valid Gregorian date. More information in Personal Descriptors, *NCIC Code Manual*.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOD	Date of Detainer	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the current date and not more than 18 years later than the DOB. The DOE is mandatory when the MKE is EWJ or EWJC. If the MKE is not EWJ or EWJC, the DOE must be left blank.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOV	Date of Violation	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Juvenile)
DOW	Date of Warrant	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Adult)
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DSE	Date of Sentence Expiration	Must be a valid Grgorian date (YYYYMMDD) greater than current date plus 5 days.
DXR	Dental X-rays Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, NCIC Code Manual
EBS	Expanded Date of Birth Search	Must be either 1, 2, 3 or blank. The default value is blank. If 2 or 3 is entered, the day of birth is the DOB field must be 12 or less.

Code	Field	Edits
ENS	Expanded Name Search	Must be Y or N.
ENT	Ethnicity	Must be a valid NCIC assigned code as listed in Personal Descriptors, NCIC Code Manual
EXT	Extradition	Must be EXTR, NOEX, or DETN.
EXL	Extradition Limitation	Must be a valid NCIC assigned code as listed in the Personal Descriptors Chapter of the *NCIC Code Manual*. If field is left blank, it will default to 1 (FULL EXTRADITION)
EYE	Eye Color	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y or Z; the second must be A, B C; D or E and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, *NCIC Code Manual*.
FPC	Fingerprint Classification	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
HGT	Height	The first character represents feet and the second and third represent inches. May be a minimum of 4 feet “400” but not more than 7 feet and 11 inches “711”. More information in Personal Descriptors, *NCIC Code Manual.*
HIT	Wanted/Missing Person Hit Results	Must be a valid code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
IMN	Image NCIC Number	A self-checking number consisting of alphabetic character I followed by nine numeric characters automatically assigned by NCIC to each accepted image record. must have valid check digit.
IMT	Image Type	Must be a valid NCIC assigned code as listed in the Image File chapter.

Code	Field	Edits
INC	Place of Incarceration	Free text (alphanumeric and special characters)
IND	Image Indicator	Must be Y or N.
IRI	Incarcerating Agency Identifier	Must be a Valid NCIC assigned ORI.
LIC	License Plate Number	Must not be the characters UNK, UNKN, or UNKNOWN. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC field must be alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC field. The full plate number must be shown in the MIS field.
LIS	License Plate State	Must be a valid NCIC assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
LIT	License Plate Type	Must be a valid NCIC assigned code as listed in Vehicular Codes, *NCIC Code Manual*.
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA.
MFI	Misdemeanor Felony Warrant Indicator	If the warrant or capias is a felony, enter a “F” in this field. If it is a misdemeanor enter a “M.”
MIS	Miscellaneous	SVIN must be the first four characters in the MIS field if the VIN is a state-assigned or nonconforming 17-character VIN. If the EXL field code is 2 (LIMITED EXTRADITION) or 5 (PENDING EXTRADITION), the MIS field must contain additional information on the extradition.
MKE	Message Key	Must be a valid message key.

Code	Field	Edits
MNU	Miscellaneous Number	The first two characters must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*. The third characters must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, enter the first 15 in the MNU field and the complete number in the miscellaneous field.
MPA	Dental Models of and/or Photographs of Teeth Available	Must be a valid NCIC assigned code as listed in Personal Descriptors, NCIC Code Manual.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The *NCIC Code Manual,* Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number is automatically assigned by NCIC to each accepted record and consists of an alphabetic character (W in the Wanted Person File) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating wanted person. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS, or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. The fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.

Code	Field	Edits
OFF	Offense	Position 1 through 4 must be a valid code from the *NCIC Code Manual*, Uniform Offense Codes. Position 5 through 10 must contain data and positions 11 through 24 may contain data when position 1 through 4 contain one of the following 0199, 0299, 0399, 5005, 5099, 7099,7199, 7299, 7399. If code 0201 or 0299 is used, ORI must be military or FBI. If codes 8100, 8101 or 8102 are used, MKE must be EWJ or EWJC.
OLN	Operator's License Number	One zero only or a run of zeros only may not be used. More information in Personal Descriptors, *NCIC Code Manual.*
OLS	Operator's License State	Must be a valid NCIC assigned code as listed in State and Country Codes, *NCIC Code Manual*. More information also in Personal Descriptors, *NCIC Code Manual*.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, *NCIC Code Manual*.
OOC	Original Offense Code	Must be a valid code from Uniform Offense Codes, NCIC Code Manual. Entry of OOC is required (and permitted only) when OFF is 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. The OOC Field cannot equal 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102.If OOC is 8100, 8101 or 8102, MKE should be EWJ or EWJC. If OOC is 8002, then the FBI field shall contain data.
ORI	Originating Agency Identifier	Must be a valid NCIC assigned ORI.
PAR	Person Armed	Must be a valid NCIC assigned code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
POB	Place of Birth	Must be a valid NCIC assigned code as listed in State and Country Codes, *NCIC Code Manual*. More information located in Personal Descriptors, *NCIC Code Manual*.
PUR	Purpose-III	Must be a valid NCIC assigned code as listed in the Interstate Identification Index chapter.
RAC	Race	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
RBK	Remove Booking Indicator	Must be a Y if used

Code	Field	Edits
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RPS	Reason for Person Record Removal	Must be a valid NCIC assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC assigned ORI.
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
SKN	Skin Tone	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
SNA	Street Name	Free text (alphanumeric and special characters).
SNU	Street Number	Free text (alphanumeric and special characters).
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, *NCIC Code Manual*.
STA	State	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, *NCIC Code Manual*.
VCO	Vehicle Color	Must be valid NCIC assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If two color codes are use, they must be separated by a slash (/).
VIC	VCIN Number	A self-checking number consisting of nine numeric characters which is automatically assigned by the VCIN computer to each accepted record.

Code	Field	Edits
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle file chapter has additional edits on the VIN field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN field. The full VIN must then be shown in the MIS field.
VLN	Name of Validator	Last name, first name middle initial of the validator.
VMA	Vehicle Make	For NCIC/VCIN messages, the VMA field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 6 through 24, positions 3 and/or 4 should be blanks (position 5 will always be blank if data is included in position 6 through 24). The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid NCIC assigned codes as listed in Vehicular Data Codes, *NCIC Code Manual.* If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ or ZZZZ. For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP or SA, the VMA code must be AERO.

Code	Field	Edits
	(all-terrain vehicle, dune buggy, go-cart, golf carts, and snowmobile)	If VST is EB, EN or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the *NCIC Code Manual*, Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the *NCIC Code Manual*, Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the position 6 through 24 of the VMA field.
VMO	Vehicle Model	Spaces, hyphens and symbols cannot be used. More information on VMO codes located in the Vehicular Data Codes section of the *NCIC Code Manual*. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, *NCIC Code Manual*, the VMO must be SKT, SKW, TRA, TRW or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VNP	Value of Recovered Property	Must be blank or 0.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS, or PREVIOUSLY RECOVERED.

Code	Field	Edits
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating a wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, *NCIC Code Manual*.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, *NCIC Code Manual*.
WNO	Warrant Number	May be up to 15 alphabetic and/or numeric characters.
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

Criteria for Entering Names and Dates of Birth for Stolen/Fraudulent Identifiers

The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent. If the wanted person is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field. The base record NAM must be entered for each record. This field should contain the wanted person's true name regardless of whether it is the name contained on the arrest warrant. Listed below are guidelines for coding the "true" and S/F NAM Fields and the "true" and S/F DOB Fields.

1. If the name on the arrest warrant is believed to be the wanted person's real name, the name should be entered in only the base record NAM. If the wanted person's date of birth is available, it should be entered in the base record DOB. Any known S/F identifiers should be entered in the S/F identifier fields.

2. If the name on the arrest warrant is known to be S/F and the wanted person's true name is known, the S/F name should be entered in the S/F NAM Field. The wanted person's real name must be entered in the base record NAM. The date of birth from the S/F identification, if known, must be entered in the S/F DOB. If the wanted person's real date of birth is known, it should be entered in the base record DOB. If the name and/or DOB in the base record is not the name and/or DOB on the warrant, capias, etc., the entering agency must have documentation on file to support why the name and/or DOB in the base record is not the name on the warrant.

3. If an arrest warrant is issued in the name of "John Doe" or “Jane Doe” because the wanted person's true identity is unknown and the wanted person is believed to be using stolen or fraudulent documents, entry of a Wanted Person File record is permitted provided the identifiers from the stolen or fraudulent documents are included in the wanted person record and identified as such. FBI numbers should not be entered in these types of records.

4. This enhancement only serves to **highlight** information when the record subject is known to use S/F identification documents. It does not alter current policy concerning entry of "John Doe” or “Jane Doe" records without a warrant which is currently allowed only when the record subject is using a homicide victim's identification.

Criteria for Rejecting Duplicate Records

1. If the following fields of an NCIC/VCIN wanted person or temporary felony want message are the same as those field codes of a wanted person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU and ORI; NAM, SOC and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.

2. Whenever the message REJECT ON FILE is sent by NCIC/VCIN, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or the person type is other than wanted or missing, for example, Protection Order File, VGTOF, etc. A duplicate record will also be accepted if there is vehicle data in the wanted person message, which match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

Image Capability

The Image File chapter of the NCIC Operating Manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

Warrants Entered into the VCIN Wanted Person Files Through the eMagistrate Interface.

1 Warrants issued by magistrates in Virginia for subjects not already in custody will be automatically entered into the VCIN Wanted Person File within 30 minutes through the eMagistrate Interface.

   a. The eMagistrate Interface will not send a warrant if a valid Virginia ORI has not been identified or if the warrant code section is not assigned to an NCIC code in the eMagistrate Interface.

   b. At the present time the capias issued by the court systems are not entered into the VCIN wanted files through the eMagistrate Interface.

      1. The capias from the court system will have to be entered by the enforcement agency that holds the legal document.

2. The offense tracking number (OTN) assigned by the eMagistrate Interface is placed in the Warrant Number (WNO) field of the wanted person entry format (EW, EW-C, EWJ, or EWJC) to uniquely identify the wanted person record.

   The offense tracking number will also be placed in the Originating Case Number (OCA) field.

3. A notification message (WL response) will be displayed/printed on the terminal of the holder of record agency that has the base ORI assigned to it, similar to the following:

   VCIN REPLY
   VA0290100

   **** WL – ENTERED BY COURTS OR MAGISTRATE IN VCIN ONLY ****

   **** ORI MAY NOT HAVE THIS WARRANT IN THEIR POSSESSION YET ****

   VIC/201600001 WNO/059GM9010900001
   NAM/STRINGBEAN,GEORGE OCA/059GM9010900001 MFI/F
   OFF/3520 OPIUM OR DERIV – SELL
   REQUESTED BY/JOHNSON,ADAM F VAVSP0100

   MRI 99 IN: HFS 99 AT 15 APR 2008 16:55

   a. An inquiry on the "WL" message will provide the agency with a copy of the entry.

   b. The Miscellaneous Field will contain the section of the Code of Virginia the warrant was issued under, last known address of person (LKA), last known telephone number of person (LKN), name of the law enforcement officer (LEO), his/her badge number (BDG). Officer ORI number, and the magistrate's name (MAG).
      i.e. MIS/UNDERLYING CODE SECT-18.2-57 LKA – 1324 MAIN STREET RICHMOND VA 23261 LKN – 8046740000 LEO-JOHNSON,ADAM F VAVSP0100 MAG-DUNCAN,SHARON H

4. When a warrant is entered into the VCIN Wanted Person File through the eMagistrate Interface, the warrant is considered "Unacknowledged".

   a. This means that the originating agency may not be able to immediately confirm the warrant because the hardcopy warrant may be en route from the Magistrate's office.

b. An “Unacknowledged” warrant will always be identified in the VCIN Wanted Person Files with the following text:

NOTICE/ENTERED BY MAGISTRATE IN VCIN ONLY - ORI MAY NOT HAVE THIS WARRANT IN THEIR POSSESSION YET

c. If the magistrate does not have a numeric identifier, DOB, SOC, etc., the warrant entry will go to the VCIN wanted file system with a warning that a hit on this type of record will not be returned when queried by name, sex, race, and date of birth.

1. This type of record can be queried by the warrant number (WNO), name (NAM) and case number (OCA), or by the VIC number.

2. When the record is modified to add a numerical identifier, DOB, SOC, etc, it will be sent to NCIC if the transaction has all of the other required fields.

d. If the magistrate enters a date of birth, but leaves the height and/or weight blank, the holder of record agency will have to modify these fields before NCIC will accept the transaction.

e. When a warrant entry transaction “WL” is received from the eMagistrate Interface, the extradition field will be set to “ 1 ” on all felony warrants and “ D ” for all misdemeanor warrants.

The holder of record agency will have to check with their commonwealth’s attorney for correct extradition limitation and modify the extradition field if needed.

f. If the magistrate finds a mistake in the transaction that was transmitted, they cannot modify the record. They will have to transmit a cancel and the holder of record agency will receive the following message from eMagistrate Interface through the VCIN terminal if they **have not** acknowledged the warrant.

A warrant may be canceled by the magistrate and a corrected warrant transmitted immediately following the cancel.

VCIN REPLY
VA1200000

WNO/740GM1950802864.ORI/VA1200000.OCA/.ACT/D.DOW/20080716.MFI/M.
OFF/2699.OOC/.SEC/27-97 27-100.NAM/STRINGBEAN,LEROY BUBBA.SEX/M.
RAC/W.DOB/19480916.POB/.UN1/.SOC/333114444.OLN/T11111111.OLS/VA.OLY/.HGT/.
WGT/000.EYE/BRO.HAI/BRO.UN2/.SNU/6037.STX/.SNA/FORREST
HOLLOW LANE.ADR/.STU/.CTY/SPRINGFIELD.STA/VA.ZIP/22152.TNO/

***** WARRANT CANCELED BY MAGISTRATE *****

MRI 523 IN: HFS 112 AT 17JUL2008 12:50 OUT: MSGV 54 AT 17JUL2008 12:5

If the agency has already received the warrant/capias, they should contact the magistrate for status.

g. If the magistrate transmits a cancel on a warrant that the holder of record agency **has already acknowledged** the agency will receive the following message from the eMagistrate Interface through the VCIN terminal

VCIN REPLY
VA1200000

WNO/740GM1950802864.ORI/VA1200000.OCA/.ACT/D.DOW/20080716.MFI/M.
OFF/2699.OOC/.SEC/27-97 27-100.NAM/STRINGBEAN,LEROY BUBBA.SEX/M.
RAC/W.DOB/19480916.POB/.UN1/.SOC/333114444.OLN/T11111111.OLS/VA.OLY/.HGT/.
WGT/000.EYE/BRO.HAI/BRO.UN2/.SNU/6037.STX/.SNA/FORREST
HOLLOW LANE.ADR/.STU/.CTY/SPRINGFIELD.STA/VA.ZIP/22152.TNO/

***** ACKNOWLEDGED WARRANT CANNOT BE CANCELED BY MAGISTRATE *****

MRI 523 IN: HFS 112 AT 17JUL2008 12:50 OUT: MSGV 54 AT 17JUL2008 12:5

If a corrected warrant is transmitted right after this cancel, it will be rejected "DUPLICATE WNO".

If the agency has already received the warrant/capias, they should contact the magistrate for status.

5. When the originating agency receives the hardcopy warrant, they are required to verify that the warrant is in the VCIN Wanted Person File by performing a QW transaction.

The QW transaction can be used to retrieve the wanted record by NAM, SEX, RAC, and a numeric identifier, by the warrant number "WNO", or by NAM and OCA.

QW.VAVSP0100.WNO/103GM9010900001

VCIN REPLY
VAVSP0100

RTYPE/HIT

NOTICE/ENTERED BY MAGISTRATE IN VCIN ONLY - ORI MAY NOT HAVE THIS WARRANT IN THEIR POSSESSION YET

MKE/WANTED PERSON
OFF/3520 OPIUM OR DERIV – SELL
NAM/WASHINGTON,GEORGE
SEX/M RAC/W DOB/19290909
HGT/511 WGT/160 EYE/BRO HAI/BLK
SOC/433422456
MIS/UNDERLYING CODE SECT-18.2-57 LKA – 1324 MAIN STREET RICHMOND VA 23261
LKN-8046740000 LEO-JOHNSON,A F BDG-4321 ORI-VAVSP0100 MAG-DUNCAN,SHARON
DOW/20080421
VIC/201600001 OCA/103GM9010900001 WNO/103GM9010900001
DTE/20080421
** END OF RECORD-CONFIRM WITH ORI/VAVSP0100 VIRGINIA STATE POLICE – DIV I

MRI 212600 IN: HFS 40513 AT 21APR2008 13:37 OUT: MSGV 290 AT 21APR2008 13:37

6. Upon receipt of the warrant the agency is also required to **immediately** "acknowledge" the warrant by modifying the entry with message key code "MW".

   a. It is suggested that the agency date stamp the warrant with the date it was received.

   b. When the warrant is acknowledged, the wanted person record will be automatically be forwarded to NCIC by the VCIN system. Therefore, a warrant must pass all NCIC edits to be acknowledged.

7. The following options are available to the originating agency to acknowledge the warrant.

   a. If the information in the VCIN Wanted File System is complete and accurate, the MW transaction will include identifying fields for the wanted person record, NAM, VIC, OCA, followed by the name of the person that acknowledged the warrant, field code "ALN".

      1. The name in the "ALN" field must a minimum of last name, followed by a comma and at least the first initial of the person acknowledging the warrant. The complete first name and/or middle initial may be used.

   b. The originating agency can and should change the OCA to their case number, when they are not using the warrant number as their case number, using a MW transaction.

   c. The originating agency can and should include any additional information that may be available using a MW transaction. The MW transaction will include identifying fields for the wanted person record (NAM, VIC, OCA) and any other MFCs including the "ALN" field.

      Example

      MW.VAVSP0100.NAM/WASHINGTON,GEORGE.VIC/201600001.OCA/103GM9010900001.
      HGT/509.WGT/165.ALN/TINSLEY,EDWARD M

      0710 00020 1047 HFS
      VCIN REPLY
      VAVSP0100

      MW.VAVSP0100.NAM/WASHINGTON,GEORGE.VIC/201600001.OCA/103GM9010900001.
      HGT/509.WGT/165.ALN/TINSLEY,EDWARD M

      ***** MODIFY WANTED PERSON - RECORD MODIFIED *****

      MKE/WANTED PERSON
      ORI/VAVSP0000 VIRGINIA STATE POLICE – DIV I
      NAM/WASHINGTON,GEORGE
      OCA/103GM9010900001 VIC/201600001
      ***** END OF RECORD *****

      MRI 20 IN: HFS 7 AT 10JUL2008 10:47 OUT: HOWL 8 AT 10JUL2008 10:47

07102 00022 1048 HFS
NCIC REPLY
VAVSP01T1
NAM/WASHINGTON,GEORGE NIC/W380166133
OCA/TEST-1

MRI 22 IN: HFS 8 AT 10JUL2008 10:48 OUT: HOWL 9 AT 10JUL2008 10:50

d. If the warrant has been served prior to the receipt of the hardcopy warrant by the originating agency, it is **not** necessary to perform a separate MW transaction. The CW transaction will be sufficient to acknowledge and clear the warrant.

e. If the warrant is incorrect or has been rescinded, prior to the receipt of the hardcopy warrant by the originating agency, it is **not** necessary to perform a separate MW transaction. The XW transaction can be performed to cancel an "unacknowledged" warrant.

8. After the warrant has been acknowledged with a modify (MW) transaction, the originating agency should include any supplemental information that may be available using a EN or ENS transaction. The EN or ENS transaction will include identifying fields for the wanted person record (NAM, VIC, OCA) and any other MFCs.

   a. The EN or ENS transaction **will not** automatically acknowledge the warrant.

   b. If the EN or ENS transaction is transmitted before the warrant is acknowledged, the computer will reject the EN or ENS transaction with the following reject message:

      VCIN REJECT – WARRANT MUST BE ACKNOWLEDGED – USE MW

9. A magistrate will issue multiple warrants for a subject if multiple charges apply. When this occurs, a notification message (WL response) for the first charge will be displayed/printed on the main terminal of the originating agency (ORI) similar to the following:

VCIN REPLY
VA1030000

***** WL - ENTERED BY COURTS OR MAGISTRATE IN VCIN ONLY *****
***** ORI MAY NOT HAVE THIS WARRANT IN THEIR POSSESSION YET *****

VIC/201639529 ORI/VA1030000 WNO/550GM2450801884
NAM/STRINGBEAN,GLENWOOD GERALD SEX/M RAC/W DOB/19480821
SOC/223458862 OCA/550GM2450801884 MFI/F
OFF/2299 BURGLARY

***** Modify Warrant *****
***** Clear Warrant *****
***** Cancel Warrant *****

(The above 3 lines will only appear on a Messenger terminal)

MRI 90 IN: HFS 29 AT 30JUL2008 07:50 OUT: MSGH 46 AT 30JUL2008 09:04

a. Each "WL" message will include the charge sent by the eMagistrate Interface plus all prior charges from the eMagistrate Interface with the same exact NAM and ORI.

b. When the Magistrate sends the second charge, the "WL" message will be displayed/printed on the main terminal of the originating agency (ORI) with the latest charge on top, similar to the following:

VCIN REPLY
VA1030000

***** WL - ENTERED BY COURTS OR MAGISTRATE IN VCIN ONLY *****
***** ORI MAY NOT HAVE THIS WARRANT IN THEIR POSSESSION YET *****

VIC/201639530 ORI/VA1030000 WNO/550GM2450801885
NAM/STRINGBRAN,GLENWOOD GERALD SEX/M RAC/W DOB/19480821
SOC/223458862 OCA/550GM2450801885 MFI/F
OFF/2399 LARCENY

VIC/201639529 ORI/VA1030000 WNO/550GM2450801884
NAM/STRINGBEAN,GLENWOOD GERALD SEX/M RAC/W DOB/19480821
SOC/223458862 OCA/550GM2450801884 MFI/F
OFF/2299 BURGLARY

***** Modify Warrant *****
***** Clear Warrant *****
***** Cancel Warrant *****

MRI 92 IN: HFS 30 AT 30JUL2008 07:50 OUT: MSGH 47 AT 30JUL2008 09:04

10. When the originating agency receives the hardcopy warrants, they are required to verify that the warrants are in the Virginia Hot Files System (VCIN) by performing QW transaction(s).

    a. A "QW" transaction can identify the NAM, SEX, RAC, and numeric identifier for the group, or a QW transaction can identify each record by inquiring on the warrant number field "WNO".

    b. They are required to "Acknowledge" **only one** warrant when performing a MW. The warrant with the most serious offense should be acknowledged.

        1. If you are using a OpenFox Messenger terminal and click on the ***** Modify Wanted *****, the modify format will appear on the screen with all fields needed to acknowledge the warrant populated by the computer.

            a. The messenger terminal will pick the latest warrant to acknowledge, therefore if this is not the most serious charge, the VIC and OCA numbers will have to be changed to the numbers of the record with the most serious charge.

            or

            If the most serious warrant was in a previous warrant (WL) that you received, open that transaction and click on the ***** Modify Wanted ***** to acknowledge the warrant.

            b. When the magistrate warrant, "WL" transaction, is received on a messenger terminal, and you have not received the warrant from the magistrate, print a copy of the transaction, so the other operators will know what is pending.

            c. The holder of record agency will also be able to open up the "View Agency Hot Files Records" on their messenger terminal, click on "Outstanding Warrants" Tab, go to the "Acknowledged" block and on the drop down list, click "Unacknowledged", then click search and this will display all unacknowledged warrants for the agency.

    c. When the warrant is acknowledged, the wanted person record caption at the top of the reply will be changed to "NOTICE/ENTERED BY MAGISTRATE AND ACKNOWLEDGED BY ORI".

        1. After the warrant is acknowledged, the wanted person record will be automatically entered into NCIC. Therefore, a warrant must pass all NCIC edits to be acknowledged.

        2. The information on the additional warrants in the group will be automatically cancelled and **added to the Miscellaneous field** of the wanted person **entry** that you **acknowledged**.

Livescan Booking/Hot Files Interface

1. When a wanted person is arrested and taken to a jail, the arrest is automatically entered into the Livescan booking system with an Offense Tracking Number (the warrant number, WNO).

2. If the warrant number matches a Wanted Person in the VCIN wanted files, (Hot Files System HFS), a notification message will be sent to the Originating Agency.

   **** WB – LIVESCAN BOOKING RECEIVED – CONFIRM BOOKING AND CLEAR OR MODIFY WANTED PERSON

   NAM/SAMPLE,JOHN MILTON III
   SEX/M RAC/W DOB/19650505
   MFI/F OFF/5015 FAILURE TO APPEAR - SEE MIS
   WNO/123456789012345 RRI/VA5550000 RCA/ARREST0022994856
   VIC/201633951 OCA/12345678901234567890 NIC/ W123456789

3. After the Livescan booking has been received, the QW response for this wanted person will include the following information:

   1. The " NOTICE/ POSSIBLE BOOKING RECEIVED – ORI HAS NOT CLEARED WANTED PERSON YET " will appear on the line above the message key (MKE) line.

   2. The date of booking (DBK) will appear in the response on the same line as the date of warrant (DOW).

      NOTICE/ POSSIBLE BOOKING RECEIVED – ORI HAS NOT CLEARED WANTED PERSON YET
      MKE/WANTED PERSON
      MFI/FELONY
      EXL/WILL PICK UP ANYWHERE IN VIRGINIA
      OFF/5015 FAILURE TO APPEAR - SEE MIS
      OOC/2801 SALE OF STOLEN PROP
      NAM/SAMPLE,JOHN MILTON III
      SEX/M RAC/W DOB/19650505
      HGT/600 WGT/200 EYE/BLU HAI/BRO SMT/TAT L ARM
      POB/VA
      SOC/222334444
      OLN/T223242555 OLS/VA OLY/2010
      CTI/VA103015J DOW/20080220 DBK/20080618
      VIC/201633951 WNO/123456789012345 OCA/12345678901234567890 NIC/W123456789 DTE/20080220
      **** END OF RECORD – CONFIRM WITH ORI/VA9990000 POLICE DEPARTMENT, SAMPLE COUNTY

   3. In most cases, the Originating Agency will clear the Wanted Person after confirming the arrest.

   4. If the booking was in error, the Originating Agency can remove the booking information using a MW transaction.

      a. A new message field code, Remove Booking Indicator (RBK) has been added for the MW message key.

      b. If RBK/Y is included in the MW, the Date Booked will be removed and the NOTICE will no longer appear in the QW Response for the wanted person.

INVESTIGATIVE INTEREST

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.

2. The Other Transactions chapter of the NCIC Operating Manual contains information regarding investigative interest supplemental records in NCIC files.

3. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

DOCUMENTATION FOR ENTRY INTO NCIC/VCIN FILES

1. The original warrant/court papers must be on file for all wanted person entries.

2. The entering agency should document the source of the identifiers that are entered into the wanted person record, if they are not listed on the warrant or capias. For example, the identifiers were obtained from local arrest records, Virginia CCH, NCIC III, Virginia DMV, police officer, complaint, etc.

3. The investigating officer, prior to entry, should verify all data obtained for the entry.

4. In accordance with Title 19.2-81 of the Code of Virginia, arrest without a warrant is authorized in certain cases.

5. If the original copy of the warrant is sent to another jurisdiction to be served, documentation must be attached to a copy of the warrant stating where the original was sent and the date it was sent.

6. The receiving agency must keep the warrant available 24 hours a day for Hit confirmation and audits.

7. For documentation when sending a warrant to another agency for service, the sending agency should attach a separate statement to the warrant stating that the accused named on the warrant or capias is entered into NCIC/VCIN.

8. The statement should indicate to the serving agency that a locate must be placed on the record in NCIC/VCIN, if they apprehend the accused.

9. When agencies receive a warrant or capias for entry into the NCIC and/or VCIN system, the date and time of receipt should be documented by the agency.

DOCUMENTATION FORM

FOR

WARRANTS SENT OUT OF DEPARTMENT FOR SERVICE

IS LOCATED ON NEXT PAGE

DOCUMENTATION FORM
FOR
WARRANTS SENT OUT OF DEPARTMENT FOR SERVICE

THIS SAMPLE FORM MAY BE USED FOR DOCUMENTATION FOR WARRANTS/COURT PAPERS THAT HAVE BEEN ENTERED IN NCIC/VCIN OR VCIN ONLY AND HAVE BEEN SENT TO ANOTHER JURISDICTION FOR SERVICE.

NAME:_____

DESCRIPTION:_____

_____

_____

NIC #_____

VIC #_____

ORIGINAL PAPERS SENT TO_____

_____

DATE-ORIGINAL PAPER SENT_____

SPECIAL NOTE--AGENCY RECEIVING THESE PAPERS MUST KEEP THEM AVAILABLE 24 HOURS A DAY FOR HIT CONFIRMATION AND AUDITS.

ALSO BE AWARE THE ABOVE DESCRIBED PERSON HAS BEEN ENTERED IN NCIC/VCIN AND IF SERVICE IS MADE ON SAME IT IS IMPERATIVE THAT A LOCATE BE PLACED AGAINST THIS ENTRY AND THE ENTERING AGENCY BE NOTIFIED AS SOON AS POSSIBLE.

WARNING TO SENDING AGENCY--IF CONFIRMATION IS REQUESTED ON THE ABOVE NAMED SUBJECT AND THE ORIGINAL PAPER IS NOT IN FILE BE SURE TO CONTACT AGENCY NAMED ABOVE TO VERIFY THAT THE ORIGINAL HAS NOT BEEN SERVED BEFORE CONFIRMING.

IF IT IS DETERMINED THAT THE ABOVE DESCRIBED SUBJECT IS NOT IN YOUR JURISDICTION RETURN THESE DOCUMENTS IMMEDIATELY TO THE SENDING AGENCY, DO NOT FORWARD TO ANOTHER JURISDICTION BEFORE FIRST NOTIFYING THE SENDING AGENCY.

INSTRUCTIONS FOR THE ENTERING/SENDING AGENCY FOLLOWS:

THE ORIGINAL OF THIS FORM WILL BE ATTACHED TO THE PAPER BEING SENT TO ANOTHER AGENCY AND A COPY OF THIS FORM MUST BE ATTACHED TO THE COPY OF THE ABOVE WARRANT/COURT PAPER AND RETAINED IN FILE FOR HIT CONFIRMATION AND AUDIT PURPOSES.

Message Use

The "EW." message is utilized to enter data into the NCIC and VCIN Wanted Person file describing a wanted person (Adult).

The "EWJ" message is utilized to enter data into the NCIC and VCIN Wanted Person file describing a wanted person (Juvenile).

The "ET" message is utilized to enter a temporary felony want record into the NCIC and VCIN when a law enforcement agency needs to take **prompt action** to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a **felony**. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.

Format 225 and 226

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY For Juvenile (EMJ) only	DOE	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL

FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	4-4	ALPHABETIC (2) OR NUMERIC (4)
OFFENSE CODE	MANDATORY	OFF	4-24	CODE AS DEFINED IN *NCIC CODE MANUAL*
MISDEMEANOR FELONY INDICATOR	MANDATORY	MFI	1-1	ALPHABETIC
ORIGINAL OFFENSE CODE	CONDITIONAL	OOC	4-4	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF WARRANT OR DATE OF VIOLATION	MANDATORY	DOW DOV	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
WARRANT NUMBER	OPTIONAL	WNO	1-15	ALPHABETIC, NUMERIC
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC

VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
NAME	OPTIONAL	NAM ***	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB ***	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC ***	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU ***	4-15	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN ***	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS ***	2-2	ALPHABETIC
OPERATOR'S LICENSE OF YEAR EXPIRATION	SET	OLY ***	4-4	ALPHABETIC (2) NUMERIC (4)
EXTRADITION LIMITATION	MANDATORY	EXL	1-2	NUMERIC (DEFAULT =1)
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	ALPHABETIC
STREET NUMBER	OPTIONAL WITHIN SET	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL WITHIN SET	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL WITHIN SET	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL WITHIN SET	COU	1-20	ALPHABETIC
STATE	OPTIONAL WITHIN SET	STA	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

ZIP CODE	OPTIONAL WITHIN SET	ZIP	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
ADDRESS TYPE	OPTIONAL WITHIN SET	ADD	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF DOCUMENTED ADDRESS	OPTIONAL WITHIN SET	DDA	8-8	NUMERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
ADDITIONAL OFFENSE	OPTIONAL WITH DEFAULT	ADO	1-1	ALPHABETIC

Requirements Listed as Conditional or Optional Set

1. When entering a wanted person you must have at least one numeric identifier, DOB, FBI NBR, MIS NBR, SOC, OLN (when OLN is used it must include OLS and OLY), LIC (with LIS, LIY, LIT), or VIN (With VYR, VMA, and VST).

2. When either of the fields "LIC," "LIS," "LIY," or "LIT" are used, all four (4) fields must be used.

3. When either of the fields "LKI" or "LKA" is used, both must be used as a set.

4. Message field codes that have three asterisks, "***" indicate fraudulent data.

CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of an NCIC 2000 wanted person or temporary felony want message are the same as those field codes of a wanted person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or the person type is other than wanted, for example, Protection Order File, VGTOF, etc. A duplicate record will also be accepted if there are vehicle data in the wanted person message which match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the acknowledgment

Example:

EW-C.VAVSP01T1.STRINGBEAN,LEROY BUBBA JR.M.W.KY.19480916..509.165.BRO.
BRO..OLV.TAT L HND.11121314151514131211.AF-123456789.123456789.T123456789.
VA.2014.0901.F..20071011.TEST-1...2345678.VA021013J.TEST RECORD.Y.FPX302.
VA.2010.PC.123456789.1970.PONT.CAT.2D.WHI/GRN.00.SMITH,JOHN ADAM.
19510105.227553197.AR-1234567.T987654321.VA.2012.1…US

1012 00020 1047 HFS
VCIN REPLY
VAVSP01T1

***** ENTER WANTED PERSON - RECORD ENTERED *****

MKE/WANTED PERSON - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535299
***** END OF RECORD *****

MRI 20 IN: HFS 7 AT 12OCT2007 10:47 OUT: HOWL 8 AT 12OCT2007 10:47

1012 00022 1048 HFS
NCIC REPLY
VAVSP01T1
NAM/STRINGBEAN,LER0Y BUBBA JR NIC/W380166133
OCA/TEST-1

MRI 22 IN: HFS 8 AT 12OCT2007 10:48 OUT: HOWL 9 AT 12OCT2007 10:50

Example of entry that requires added information in the offense code “OFF” field

EW.VAVSP01T1.SMITH,LEROY WILLIAM.M.W.KY.19510916..509.165.BRO.
BRO..OLV.TAT L FGR.22121314151514131211.AF-123456787.123456779..
..0505 ASSAUT AND BATTERY.F..20071012.TEST-1...2345678.VA122011J.
TEST RECORD.Y…….1

Example of entry that requires the “OOC” field

EW.VAVSP01T1.JONES,LEROY WILLIAM.M.W.KY.19510916..509.165.BRO.
BRO..OLV.TAT L FGR.22121314151514131211.AF-123456787.123456779..
..0515.F.2605.20071012.TEST-1...2345678.VA122011J.TEST RECORD.Y…….1

Mandatory Fields for Entry

1. The following fields are mandatory to cause acceptance of a wanted person entry into NCIC/VCIN MKE, ORI, NAM (base record NAM must be included in all entry messages, and it must be the individual's true name if known), SEX, RAC, HGT, WGT, HAI, OFF, DOW, OCA, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or S/F NAM and S/F DOB, (a S/F NAM is required if a S/F DOB is entered as the only searchable numeric identifier); S/F MNU (other than originating agency police or identification number); S/F SOC; or S/F OLN with S/F OLS and S/F OLY.

2. STOLEN/FRAUDULENT (S/F) IDENTIFIERS

   a. The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is an S/F identifier. Since S/F identifiers are processed as a supplemental record, and since at least one unique numerical identifier is required to enter a base record, the Wanted Person File record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numerical identifier for record entry purposes. If the S/F DOB is the only numerical identifier, the S/F NAM must be included as well, or the record will be rejected.

   b. Any agency transmitting a base record entry message for an individual who is known to be using the S/F identification of a homicide victim and whose real identifiers are unknown must include a minimum of one S/F numerical identifier, SOC, MNU, OLN with OLS and OLY, or NAM and DOB with the base record entry message. For example:

      EW-C.VAVSP01T1.DOE,JOHN.M.W....510.150.BRO.BRO.....0903.F..20071015.TEST-1.
      ..200712345.VA021013J.BELIVED TO BE USING HOMICIADE VICTIM PETER SMITH
      DRIVERS LICENSE AND SSN.....00.SMITH,PETER.19451212.899001234..DC123456.
      DC.2010.1

   c. The base record entry format includes one of each of the S/F identifier fields. These fields immediately follow the VCO Field and are entered in the following order: S/F NAM; S/F DOB; S/F SOC; S/F MNU; and S/F OLN, OLS, and OLY. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers. The following is an example of a entry with base numerical identifiers as well as S/F data:

      EW.VA1012600.JONES,RANDY.M.W.US.19450123..510.
      150.BRO.BRO..FAR.SC UL ARM.11121314151514131211.AF-123456789.
      123456789.MD18273645.MD.2010.2202.F..20071016.TEST-1...9900347.
      VA101783J.PETER SMITH DRIVERS LICENSE AND SSN TAKEN DURING BURGLARY..
      18273645.MD.2010.PC.19283746572728.1970.CHEV.IMP.4D.BLU.00.
      SMITH,PETER.19451212.899001234..T12345678.VA.2003.1

   d. Although the S/F fields are appended to the base record entry message, NCIC/VCIN will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message, i.e., MKEs MW and MT. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions, i.e., MKEs ENS and XNS, respectively.

e. To preclude the illogical association of a S/F name with a true date of birth, NCIC/VCIN does not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

3. Mandatory Fields For Juvenile Offender (Mke/EWJ) Entry

The following fields are mandatory to cause acceptance of a juvenile offender record entry into NCIC/VCIN MKE, ORI, NAM, SEX, RAC, DOB, DOE, HGT, WGT, HAI, OFF, DOV, and OCA.

Additional Guidelines for Entry

1. The entering agency (ORI) must account for all fields in the Wanted Person File record format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MW or MKE/MT). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a wanted person record are located in this chapter.

2. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.

3. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered into the MNU field and the complete number entered in the miscellaneous field.

4. When a warrant issued for a subject contains multiple charges, the ADO Field should be used to indicate that multiple charges exist for the same individual by the same ORI. The ADO Field will default as an "N" to indicate no additional offenses. Entering a "Y" will automatically prompt a caveat to be returned in the hit response. The entering agency should enter the code for the more serious charge in the Offense Code (OFF) Field with the additional charge(s) shown in the MIS Field. Two separate entries by an ORI on the same person should not be made. It is only necessary for an ORI to enter one record on a person, no matter how many separate charges are lodged against him/her.

5. If an ORI has entered a subject and the same ORI obtains a warrant for that subject on another charge at a later date, the ADO Field should be modified to "Y" and the less serious charge(s) and date(s) of warrant should be entered in the MIS Field of the original entry. For example: MIS/ALSO OFF/2404, DOW/20120801.

6. A record in the Wanted Person File may contain a minimum number of personal descriptors, license, and vehicle data because little was known of the individual at the time of entry. This lack of information limits the chance of a hit on the record.

   a. One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the wanted person entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data, which might provide investigative leads.

1. The investigating officer should review the information obtained from the criminal history and/or DMV files to determine if the record is the same person as on the warrant, capias, etc. and make the descriptive data a part of his/her documentation to support the entry.

7. An ORI attempting to enter a record on a person that they already have entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.

8. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

   ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

9. If the entry does not contain data in the EXL field, the field will default to code 1 and will be translated as (FULL EXTRADITION - UNLESS OTHERWISE NOTED IN MIS FIELD)

10. The following caveat will be generated with the entry acknowledgment when a Wanted Person File record entry contains EXL 5, 6, E, or F.

    RECORD INCLUDES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN EXTRADITION HAS BEEN DETERMINED, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY.YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

11. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

12. PERSONAL DESCRIPTORS

    Entry instructions and valid codes for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number, and extradition limitation can be found in Personal Descriptors, *NCIC Code Manual*. Codes for entering the place of birth can be found in State and Country Codes, *NCIC Code Manual*. Codes for entering license and vehicle data can be found in the Vehicular Data Codes, *NCIC Code Manual*.

13. DATE OF EMANCIPATION (DOE)

a. The DOE Field is mandatory when the message key is EWJ. It is mandatory blank for all other wanted person MKEs. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the statutes of his/her state of residence. The DOE cannot be less than 12 years or more than 18 years later than the date of birth. The DOE is entered in the same manner as a DOB (year, month, and day). For example, a wanted person who was born on July 5, 1992, and is emancipated at the age of 18 years would be entered in file with DOB/19920705 and DOE/20100705.

(1) The entry of February 29 (----0229) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, the DOE should be entered as March 1. The DOE must be complete (year, month, and day) or the entry will be rejected.

b. Most states have a fixed age of emancipation, which is commonly referred to as the age of majority. However, many states have exceptions, which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18 may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.

14. UNIFORM OFFENSE CLASSIFICATIONS

The appropriate code for the particular offense should be entered in the OFF. The codes listed in the *NCIC Code Manual*, Uniform Offense Codes, are the only codes approved for use in the OFF. If the OFF Field contains the following codes: 0199, 0299, 0399, 5005, 5099, 7099,7199, 7299, and 7399, positions 5 through 10 must contain data and positions 11 through 24 may contain data for the explanation of the offense code. If additional space is needed to explain the original offense, use the miscellaneous field.

15. ORIGINAL OFFENSE CODE (OOC)

a. This field has to be a valid code from the Uniform Offense Classifications, *NCIC Code Manual*. Entry of the OOC is mandatory (and permitted only) when the OFF is one of the following:

4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102.

b. In a wanted person hit response, the OOC Field will be translated just as the OFF Field is translated currently.

c. The miscellaneous (MIS) field may also be required if a free text code is used in the OOC field. For example, if the OFF field is 5015 for Fail to Appear and the original charge is Habitual Offender, the OOC field will be the code 5499 for Traffic Offense (describe offense). Then the miscellaneous field must contain ORIGINAL CHARGE IS HABITUAL OFFENDER.

16. LINKAGE DATA (LKI and LKA)

a.. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record, which shares the same incident of a record, entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA).

b. In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields or if the first seven characters of the LKA Field are the same as the first seven characters of the LKI Fields.

17. WARRANT NUMBER (WNO)

The WNO is entered immediately after the LKA Field. This optional field may contain up to 15 alphabetic/numeric characters. Along with the CTI Field, the WNO is intended to improve the hit confirmation and validation process.

18. COURT IDENTIFIER (CTI)

The CTI Field must be a valid criminal justice ORI for a court. The character "J" in position nine of the ORI field designates Court ORIs.

19. MISCELLANEOUS (MIS) DATA

a. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/ EN), illustrated and explained in this chapter, to increase the chances of a hit on the record..

b. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code for Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

c. When an agency makes wanted person entries on two or more fugitives who are known to be associating with each other, each existing fugitive record entry should be cross-referenced to the other. This cross-referencing can be done by placing the name and NIC of each fugitive's record in the MIS Field of the other fugitive's record with an appropriate explanatory notation. An agency receiving the record of one of the fugitives then will have the information needed to obtain other records. The LKA and the LKI Fields should be used if handled by two separate agencies.

d. When the wanted file record contains a "2" or B (LIMITED EXTRADITION SEE MIS FIELD) in the EXL field, the MIS field must contain the limits of the extradition authorized, i.e., extradite from DC and Maryland only. For code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL field, the MIS Field must contain the location from where the extradition is pending.

e. When the wanted file record contains a "5" or E (EXTRADITION ARRANGEMENTS PENDING) in the EXL field, the MIS field **must contain the name and ORI of the apprehending agency** from where the extradition is pending.

f. The letters SVIN are entered as the first four characters in the MIS Field to disable VIN edits in the case of an OAN entered in vehicle data of the record. Additional information on vehicle data follows.

g. State Police Only = The code number of the investigating sworn employee must be entered in the miscellaneous field.

20. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the wanted person is known, Y should be entered into the NOA Field. If NOA is left blank, the field will default to N.

21. VEHICLE OR LICENSE PLATE DATA

a. A vehicle and/or license plate may be entered as part of a wanted person record (EW, EWJ, or ET) provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the wanted person may be operating the vehicle or a vehicle bearing the license plate.

b. Mere knowledge or verification with the appropriate Department of Motor Vehicles that a vehicle and/or license plate is registered to the wanted person does not meet the criteria for entry of either or both as part of his/her wanted record.

c. In instances where the vehicle or license plate in a wanted person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files by the agency possessing the theft report or handling the felony investigation. The LKI and the LKA Fields should be used if handled by two separate agencies.

d. The wanted person and stolen vehicle or license plate records should be cross-referenced in the MIS Field. For example, the MIS Field of the wanted person record might read SUBJ STOLE VEH BELOW-SEE NIC/V123456789, and the MIS Field of the vehicle record might contain SEE NIC/W000069216. Additionally, records entered with the same OCA and ORI are automatically linked in NCIC, and both will be returned (if the date of entry are within 30 days of each other) with an inquiry on either record if the RSH Field contains Y. Otherwise, a record cross-referencing another record via the LKI and LKA Fields will also receive both records if the RSH Field contains Y.

e. Should the wanted person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already on file at the time the wanted person entry is acknowledged.

f. When the vehicle in the record has been recovered, the vehicle data must be removed from the wanted person record.

22. CAUTION AND MEDICAL CONDITIONS (CMC)

When a wanted person record is entered with a caution indicator (the MKE ends with -C), the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes procedures for entry of additional CMC codes as a supplemental record to a wanted person record. The allowable CMC codes and their translations are the following:

00 = Armed and Dangerous
05 = Violent Tendencies
10 = Martial Arts Expert
15 = Explosive Expertise
20 = Known to abuse drugs
25 = Escape Risk
30 = Sexually Violent Predator - Contact ORI for Detailed Information
40 = International Flight Risk
50 = Heart Condition
55 = Alcoholic
60 = Allergies
65 = Epilepsy
70 = Suicidal
80 = Medication Required
85 = Hemophiliac
90 = Diabetic
01 = Other (Explain in MIS Field)

23. DNA PROFILE INDICATOR (DNA) and DNA Location (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample, must be entered in the DLO Field. The DLO field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

24. ADDRESS DATA

1. Entry of address data should be entered as a set; i.e., SNA with CTY and STA or SNA with ZIP. The SNU and COU will be optional within the set.

2. The DDA Field should include the date on which the subject, his/her employer, relative, or associate was last known to be at that address.

3. If foreign address information is available, only the NCIC assigned country code, as listed in the NCIC Code Manual, should be entered into the STA Field.

4. Punctuation should be omitted from the CTY and COU Fields. For example: St. Louis would be entered as ST LOUIS or SAINT LOUIS.

5. The use of standard address abbreviations is recommended (e.g., Street: ST).

6. Additional address components such as Apartment Number should be included in the SNA Field.

7. Post Office box address information should be included in the SNA Field as PO BOX and the number.

8. The type of address is entered into the ADD Field. The ADD Field is a valid NCIC assigned code as listed in the NCIC 2000 Code Manual. If code “05 – Other” is chosen, agencies should enter additional information in the MIS Field.

Criteria for Entry of “JOHN or JANE DOE” Warrants

1. In jurisdictions authorized to use "John Doe” or “Jane Doe" warrants, an agency may enter a Wanted Person File record in the name of “John Doe” or “Jane Doe” using the identifiers from the stolen or fraudulent documents, provided this type of warrant has been obtained.

2. If an arrest warrant is issued in the name of “John Doe” or “Jane Doe,” the name from the stolen or fraudulent documents should be listed as stolen or fraudulent. Any identifiers should be placed in the appropriate stolen or fraudulent identifiers field(s), and a statement should be placed in the MIS field indicating that the documents may be in the possession of “John Doe” or “Jane Doe.” FBI numbers should not be included in these types of entries.

3. If an agency is located in a jurisdiction that does not issue this type of warrant, only those cases involving a homicide where the wanted person is believed to be using the victim’s identification can be entered as “John Doe” or “Jane Doe.” The criteria below list the instructions to enter "John Doe” or “Jane Doe" records without a warrant:

    a. To allow specific identification of "John Doe” or “Jane Doe" entries in cases involving a homicide where a warrant could not be secured, OFF 0913 has been added for use in the OFF Field.

    b. A variation in the DOW Field will be required when the OFF/0913 is used. Because a warrant could not be issued, the date that the investigation was opened should be entered in the DOW. Use of OFF/0913 will generate the following caveat at the end of the record:

        NO WARRANT.SUBJECT POSSIBLY IN POSSESSION OF HOMICIDE VICTIM'S PERSONAL IDENTIFICATION. CONTACT ORI IMMEDIATELY.

    c. OFF 0913 is **restricted** to open homicide investigations where the victim's identification was missing at the time the body was located and to agencies unable to obtain a "John Doe” or “Jane Doe" warrant. The report must indicate that the victim's identification was missing and must be available for audit purposes by FBI CJIS staff and the VCIN audit staff.

Vehicle or License Plate Data and the $.8. Program

1. An agency making a wanted person entry containing data on a vehicle or license plate registered in another state must advise the NCIC CTA in the state of registry about such an entry if the state of registry is not a $.8. Program participant.

2. Additional information concerning the $.8. administrative message can be found in the Introduction chapter of the NCIC Operating Manual.

3. Only those states listed as Rendition States (Section 1 of this chapter) will receive notification if license data from their state are included in a Juvenile Offender (Category 2) record transaction.

Message Use

The "MW." message is used to add, delete, or change data in a wanted person record and is restricted to the agency (ORI) that entered the record. An MW message to delete information in a field of the base record will cause the same data, except for vehicle and license data, in the supplemental record to move up to the base record.

The "MT." message is used to add, delete, or change data in a temporary felony wanted person record and is restricted to the agency (ORI) that entered the record. An MT message to delete information in a field of the base record will cause the same data, except for vehicle and license data, in the supplemental record to move up to the base record.

Format 231

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except fraudulent data)				

Identification of a Record to be Modified

The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

Example:

MW.VAVSP01T0.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201081264.OCA/TEST-1.WGT/172.

1016 00041 0903 HFS
VCIN REPLY
VAVSP01T0

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535299.OCA/TEST-1.WGT/172.

***** MODIFY WANTED PERSON - RECORD MODIFIED *****

MKE/WANTED PERSON - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535299 NIC/W380166133
***** END OF RECORD *****

MRI 41 IN: HFS 18 AT 16OCT2007 09:03 OUT: HOWL 13 AT 16OCT2007 09:03

1016 00043 0904 HFS
NCIC REPLY
VAVSP01T0
MODIFY NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 43 IN: HFS 19 AT 16OCT2007 09:03 OUT: HOWL 14 AT 16OCT2007 09:04

Additional Guidelines for Modification

1. Alias and/or an additional identifier previously appended to a wanted person record by means of a supplemental record must be canceled and reentered if they are found to be incorrect.

2. If an agency has entered a temporary felony want record, it can be modified to an EW by modifying the MKE using MT.

3. An agency modifying a wanted person record to insert the FBI number may also request a copy of the subject's identification record by modifying the MIS Field to place SIR as the last item in the field. If any other information is already entered in the MIS Field, it must all be reentered in the modify transaction and a blank character must precede SIR. Only the agency that entered the record may request a copy of the identification record through this means.

4. In instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to include the extradition limitations by entering the code number 2 (limited extradition) in the EXL filed. Any additional information will entered in the MIS Field of the record such as, WILL NOT EXTR FROM OHIO.

5. If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his "true" identifiers, the record must be modified to add the S/F identifier to the appropriate "true" identifier field.

6. When the subject of the record has been located and extradition is pending, the entering agency may modify the record to include the extradition code 5 or E (EXTRADITOPN ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL field. The location, including the ORI of the holding agency, from which extradition is pending must be entered into the MIS field.

7. The following caveat will be generated with the modify acknowledgment when a Wanted Person File record is modified to contain EXL 5, 6, E, or F.

   RECORD INDICATES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN AN EXTRADITION DECISION OR ARRANGEMENTS ARE COMPLETE, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY. YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

8 Linkage Data (LKI and LKA)

   a. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record, which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.

   b. LKI and LKA Fields already existing in the wanted person record can be modified individually. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields.

   c. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

<u>Modification to Remove Vehicle Data</u>

1. When a vehicle, which was included in a wanted person record, is recovered prior to apprehension/location of the wanted person, a special modification message may be used to remove all vehicular data without identifying each individual field. The record to be modified must be identified by NAM, VIC, and OCA, in that order, preceded by the proper MFCs followed by the characters LIC-VCO/ followed by a period. Entry of LIC-VCO/. causes NCIC/VCIN to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. For example:

   MW.VA1012600.NAM/SMITH, JOHN J.VIC/246203706.OCA/1234-02.LIC-VCO/.

   a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

2. To remove part of vehicular data the special modification message explained above cannot be used to remove less than all of the vehicular data from a wanted person record. If only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth as shown in the following modify message:

   MW.VA1012600.NAM/DOE, JOHN J.VIC/246203706.LIC/.LIS/.LIY/.LIT/.

   a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

Message Use

The "QW" Searches Wanted Person File extraditable misdemeanor records and felony records regardless of extradition and returns records with EXL Field codes 1, 6, A, B, E, F and code C if the entering agency is from an adjacent state

"QWA" Searches all NCIC/VCIN Persons Files without limitations, **including Interpol**
Refer to the NLETS section of this manual for more details on Interpol

"QWE" Searches Wanted Person File felony and misdemeanor records indicating possible extradition from the inquiring agency's location. The QWE returns records with EXL field codes 1, 2, 5, 6, A, B, E, and F, and code 3 and C if the entering agency is from an adjacent state

"QWF" Searches Wanted Person File felony records regardless of extradition and will return records with EXL Field codes 2 and 6.

"QWS" Searches Wanted Person File felony records regardless of extradition, all misdemeanor records indicating possible extradition from the inquiring agency's location, and all intrastate misdemeanor records.

The above message key codes searches all other NCIC Persons Files and all of VCIN Person Files without limitations.

Format: 212

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

FBI NUMBER	CONDITIONAL	FBI	9-9	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

Requirements Listed as Conditional or Optional Set

1. When inquiring on a person you must have at least one numeric identifier, DOB, SOC, OLN, MNU, or FBI.

    a. If more than one or all of the numeric identifiers are included in the transaction, the computer will search by the name, sex, race, and DOB, followed by a separate search on each of the other numeric identifiers.

    b. In addition, the ACC field of the VCIN Missing Person file is searched by name, sex, and race.

2. When inquiring on the VCIN number (VIC), you do not use the name, sex, and race. This type of inquiry will only search the Virginia (VCIN) wanted persons file.

3. When inquiring by name and OCA, you do not use the sex and race fields. The **exact spelling** of the name as contained in the record is required when inquiring with only NAM and OCA.

4. A juvenile offender (Category 2) record response will be restricted to those agencies in states that have signed the Rendition Amendment to the Interstate Compact on Juveniles. Only those federal agencies located in Rendition states will be allowed access to Category 2 records.

Example: (Negative Response)

QWA.VAVSP00H0.NAM/STRINGBEAN,LEROY.SEX/M.RAC/W.DOB/19510916

0611 95980 1449 HFS
VCIN REPLY
VAVSP00H1

RTYPE/NOHIT
NAM/STRINGBEAN,LEROY.SEX/M.RAC/W.DOB/19510916

**** NO VCIN RECORD FOUND FOR INQUIRY ABOVE ****

MRI 295980 IN: HFS 64054 AT 11JUN2010 14:49 OUT: HOWL 5 AT 11JUN2010 14:49

0611 95981 1450
NCIC REPLY

VAVSP00H1
NO NCIC WANT NAM/STRINGBEAN,LER0Y D0B/19510916 RAC/W SEX/M
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

MRI 295981 IN: NC2S 60523 AT 11JUN2010 14:49 OUT: HOWL 6 AT 11JUN2010 14:50

0611 95980 1449 HFS
VCIN REPLY
VAVSP00H1
RTYPE/HIT

MKE/WANTED PERSON - CAUTION

NOTICE/SUBJECT IDENTIFIED IN THIS RECORD IS KNOWN TO USE THE FOLLOWING STOLEN
OR FALSE IDENTIFICATION DOCUMENTS. USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

FRAUDULENT NAM/SMITH,JOHN ADAM
FRAUDULENT DOB/19510105
FRAUDULENT SOC/227553197
FRAUDULENT MNU/AR-1234567
FRAUDULENT OLN/T987654321 FRAUDULENT OLS/VA FRAUDULENT OLY/2012
CMC/ARMED AND DANGEROUS
MFI/FELONY
EXL/FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
OFF/0901 HOMICIDE - WILLFUL KILL-FAMILY-GUN
NAM/STRINGBEAN,LEROY BUBBA JR
SEX/M RAC/W DOB/19480916
HGT/509 WGT/172 EYE/BRO HAI/BRO SKN/OLV
SMT/TAT L HND
FPC/11121314151514131211 POB/KY CTZ/US
SOC/123456789 MNU/AF-123456789
OLN/T123456789 OLS/VA OLY/2014
LIC/FPX302 LIS/VA LIY/2010 LIT/PC
VIN/123456789 VYR/1970 VMA/PONT
VMO/CAT VST/2D VCO/WHI/GRN
MIS/TEST RECORD
CTI/VA021013J DOW/20071011
VIC/201535299 WNO/2345678 OCA/TEST-1 NIC/W380166133
DTE/20071012 DTM/20071016
** END OF RECORD-CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I

MRI 295980 IN: HFS 64054 AT 11JUN2010 14:49 OUT: HOWL 5 AT 11JUN2010 14:49

0611 95980 1449 HFS
NCIC REPLY

VAVSP00H1
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS. * * * * *

WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD NIC/W380166133 IS
KNOWN TO USE THE FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION
DOCUMENTS. USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.
S/F NAM/SMITH,J0HN ADAM
S/F DOB/19510105
S/F SOC/227553197
S/F MNU/AR-1234567
S/F OLN/T987654321 VA 2012
MKE/WANTED PERSON - CAUTION
ARMED AND DANGEROUS
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/VAVSP01T1 NAM/STRINGBEAN,LER0Y BUBBA JR SEX/M RAC/W POB/KY DOB/19480916
HGT/509 WGT/172 EYE/BR0 HAI/BR0 CTZ/US SKN/0LV
SMT/TAT L HND
FPC/11121314151514131211 MNU/AF-123456789 SOC/123456789
OLN/T123456789 OLS/VA OLY/2014
OFF/HOMICIDE - WILLFUL KILL-FAMILY-GUN
DOW/20071011 OCA/TEST-1
WNO/2345678 CTI/VA021013J
MIS/TEST REC0RD
LIC/FPX302 LIS/VA LIY/2010 LIT/PC
VIN/123456789 VYR/1970
VMA/P0NT VMO/CAT VST/2D VCO/WHI/GRN
DNA/N
ORI IS SP DIVISION 1 RICHMOND 804 553-3445
NIC/W380166133 DTE/20071012 1054 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

MRI 295981 IN: NC2S 60523 AT 11JUN2010 14:49 OUT: HOWL 6 AT 11JUN2010 14:50

Additional Guidelines for Inquiry

1. When only one numeric identifier is used in a Wanted Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response(s) will include records on file with that Social Security number even though there may be other records on file for the same individual, which do not contain that particular number.

2. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file, which could possibly pertain to the person in question.

3. An NCIC/VCIN inquiry containing a DOB will search on the exact month and day of birth plus or minus 1 year on the year of birth; therefore, additional inquiries may be made varying the year.

4. If a positive response (hit) includes vehicle or license plate data in the wanted person record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

5. Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC/VCIN System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

    a. If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.

6. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the date of birth in a record before a record will be retrieved. When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

    a. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC/VCIN will search for all matching records that contain the same DOB and a surname that is a NYSIIS match to the surname in the inquiry.

    b. Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC/VCIN to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC/VCIN. Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

Race Code In Inquiry	**Race Codes Searched**
A - Asian or Pacific Islander	All
I - American Indian or Alaskan Native	All
B - Black	All except W
W - White	All except B
U - Unknown	All

c. If the sex of the person inquired on cannot be determined, use sex code "U" for unknown and the NCIC/VCIN system will search male and female entries.

7. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

8. If an alphanumeric identifier is not available, an alphabetical search by NAM can be requested by contacting the FBI CJIS staff.

9. An inquiry can provide a secondary hit response from other files in NCIC when the primary hit contains a SOC or FBI, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC and FBI, contained in the primary record response. The second search is against all person files (except the Unidentified Person File).

10. VEHICLE INQUIRY OF WANTED PERSON FILE

    An inquiry (QV or ZV) by LIC, LIS, LIT or VIN, will also identify a person record into which the vehicle and/or license plate data have been entered.

11. LOCATED DATA IN A POSITIVE RESPONSE

    If the subject of a wanted person record has been apprehended/located and a locate message has been transmitted, apprehension/locate information will appear near the end of the record printout following the word LOCATED.

    a. This information will contain the date of apprehension/location, apprehending/locating agency identifier, apprehending/locating agency case number, and extradition data, that is, EXTR, DETN, or NOEX.

    b. Entry of a locate message in the Wanted Person File record does not change the MKE code translation for EW or ET when the subject will not be extradited (NOEX). However, when the subject will be extradited (EXTR) or detained (DETN), the MKE will translate indicating the located status.

12. DETAINER DATA IN A POSITIVE RESPONSE

    If a detainer has been filed against a subject of a Wanted Person record in locate status, detainer information will appear near the end of the NCIC record. Detainer information may contain the date incarceration starts, date of detainer, detainer case number, date of sentence expiration, place of incarceration, and incarcerating agency identifier. Additionally the message key will indicate "DETAINED WANTED PERSON."

13. IMAGE INDICATOR (IND)

Inquiries submitted in an NCIC/VCIN format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available. If IND is not entered, the field will default to N. For example:

QW.VA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/Y.

The following would be returned after the immediate confirm caveat for a mugshot image:

IMR/M
NAM:SMITH, JOHN J DOB:19691012
RAC:W HGT:510 WGT:165 DOI:19821210

<image>

NIC:W000069216 IMN:I000001233 00256

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM , DOB , RAC, HGT, and WGT). The Date of Image (DOI) is next. Then the < image> would be replaced with the actual image followed by the NIC of the base record is provided, than the Image NCIC Number (IMN). Following the IMN is the image size in bytes (00256).

The following would be returned after the immediate confirm caveat for an identifying vehicle image:

IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD
VYR:1995 VMA:PONT
NIC:V000032699 IMN:I000031222 00512
<image>

The IMR is composed of the following data: the Image Type (I for identifying image) and standard vehicle MFCs (VIN, LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the image size in bytes (00512), and, last, <image> would be replaced with the actual image.

14. RELATED SEARCH HIT (RSH)

Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all records with the same ORI/OCA, if entered within 30 days of each other, contained in the primary hit response and all records linked by the LKI/LKA contained in the primary hit response. If RSH is not entered, the field will default to N. For example:

QW.VA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/.RSH/Y

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

RELATED RECORDS

MKE/STOLEN GUN
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK
TYP/RC DOT/19981005
OCA/99-1234
NIC/G000039842 DTE/19981215 1234 EST
ORI IS ANY CITY PD MD 301 555-1111
IMMED CONFIRM RECORD WITH ORI

The following would be returned after the primary hit response if the primary hit response has an LKI/DC1014300 LKA/CS12345 that matches another record's ORI/OCA:

RELATED RECORDS

MKE/MISSING PERSON OTHER
ORI/DC1014300 NAM/THOMAS, TOM SEX/M RAC/W POB/FL
DOB/19540327
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR
SMT/TAT L LEG
FPC/PMPICI14151617181920 SOC/123456789
MNP/MP DLC/19981001 OCA/CS12345
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULL OVER SHIRT
ORI IS ANY CITY PD DC 202 555-1111
NIC/M107650007 DTE/19991003 1400 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

If the hit response contains more than ten secondary hit responses from NCIC, the following will be included in the hit response to indicate a file is being created with the additional hits.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A $.B. message will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of the NCIC Operating Manual contains additional information on retrieving the file. On GLINK terminals, use VCIN formatted screen number 509 to perform this transaction.

15. EXPANDED NAME SEARCH (ENS)

    Inquiries may also contain an ENS Field. If the ENS is Y and both NAM and DOB are specified as search criteria, then each name part included in the inquiry will be used as a surname, interchanging the remaining name pairs as given names. If the ENS is not entered, the field will default to N. Additional information can be found in the Introduction chapter of the NCIC Operating Manual.

16. EXPANDED DATE OF BIRTH SEARCH (EBS)

    When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

17. If a hit response contains expired license plate information, the following caveat will be included:

    WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

Procedures for Handling a Hit

1. Any agency which receives a record(s) in response to an NCIC/VCIN inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit from the NCIC/VCIN system: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order. Additionally, an agency detaining an individual on local charges where the individual appears identical to subject of the wanted person record, and is within the geographical area of extradition, must confirm the hit.

2. Confirming a hit means to contact the agency that entered the record to:

    a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;

    b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and

    c. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms and conditions of a protection order.

3. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

Priority 1: Urgent

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

Priority 2: Routine

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

4. After establishing the priority level, the agency should then follow these procedures:

    a. Upon receipt of a hit confirmation request (YQ), the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

    b. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to the VCIN Control Center and to the Control Terminal Officer "CTO" of the agency that originated the record by entering a "2" in the "RNO" field of the "YQ" format. The CTO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply with System standards. The CTO action must include canceling the record if the agency fails to confirm the HIT.

c. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the Control Terminal Agencies "CTAs" involved by entering a "3" in the "RNO" field of the "YQ" format. Failure on the part of any CTA to ensure such compliance will be brought to the attention of the NCIC Advisory Policy Board "APB."

5. The **formats and examples** for sending HIT request (YQ) and replies (YR) are located:

   a. Virginia = Administrative Message section of the VCIN Operating Manual.

   b. Out of State = NLETS section of the VCIN Operating Manual

6. Even if the initial confirmation is handled via telephone, the "YQ" and "YR" hit confirmation messages should be used for documentation.

7. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

8. Every agency upon taking a person into custody or recovering property, after confirming the hit, must place a locate on the corresponding NCIC and/or VCIN record(s).

When to Use a Locate Message

1. Any agency, except the agency that entered the record, that apprehends or locates a person who is indexed in the NCIC and /or VCIN Wanted Person File must place a locate message on the wanted person record.

   a. If the wanted person record indicates that the subject will not be extradited, the locating agency will not place a locate transaction on the record.

   b. If the wanted person record indicates limited extradition, and you are outside of the extradition limitation, you will not place a locate transaction on the record.

2. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit.

3. Following confirmation with the originating agencies, a locate message must be transmitted for each record on file for the subject. A record should not be located if no extradition is indicated or the locating agency is outside of the extradition limitations set forth in the record.

4. When the locating agency intends to hold the subject on local charges, the locate transaction should include "DETN" in the EXT field. A locate message should be transmitted only when the individual is found within the geographical area of extradition.

5. When an agency places a locate of NOEX on a record, the record will be retired upon any second locate.

6. When extradition is pending, the entering agency may request that the locating agency not place a locate message when the entering agency intends to modify the wanted person record to indicate that extradition arrangements are pending An NCIC wanted person record containing a code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL field, **should not** have a locate placed against it.

Message Use

The "LW." message is utilized by any agency, except the agency that entered the record, to place a locate message on a wanted person record indicating that the wanted person has been located.

The "LT." message is utilized by any agency, except the agency that entered the record, to place a locate message on a wanted person record indicating that the wanted person has been located.

Format 234 = For VCIN/NCIC entries Format 534 = For out of state entries

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
NIC NUMBER	CONDITIONAL	NIC	10-10	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EXTRADITION	MANDATORY	EXT	4-4	ALPHABETIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC

Continued on next page

VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Requirements Listed as Conditional

1. When placing a locate on a wanted person entered in the **VCIN** and **NCIC** system, you must use the **VIC** number when placing a locate.

2. When placing a locate on a wanted person entered by an **out of state agency** in **NCIC** system, you must use the **NIC** number.

Example:

LW.VAVSP02T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535299.OCA/TEST-1.
20071016.TEST-2.EXTR.HIT NCIC 20020220..1.1

1016 00332 1531 HFS
VCIN REPLY
VAVSP02T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535299.OCA/TEST-1.DOR/20071016.RCA/TEST-2.EXT/EXTR.RPS/HIT NCIC 20020220.HIT/1.NPA/1

***** LOCATE WANTED PERSON - RECORD LOCATED *****

MKE/LOCATED WANTED PERSON - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535299 NIC/W380166133
***** END OF RECORD *****

MRI 332 IN: HFS 144 AT 16OCT2007 15:31 OUT: HOWL 52 AT 16OCT2007 15:31

1016 00115 1119 HFS
NCIC REPLY
VAVSP02T1
LOCATE NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 115 IN: HFS 44 AT 16OCT2007 11:18 OUT: HOWL 39 AT 16OCT2007 11:19

Locate Procedure

1. Following the three record identifiers, the date of apprehension/location, apprehending/locating agency case number, and the appropriate abbreviation EXTR, DETN, or NOEX are next entered, in that order, without field codes. The date of apprehension/location must be entered or the locate message will be rejected. The apprehending/locating agency case number should be entered to ensure that complete apprehension/locate information is in the record.

    a. When contacting the originating agency to confirm the warrant, **extradition information must be obtained to include in the locate message**. In the response to any subsequent inquiry on the located record, the date of location, locating agency ORI, locating agency case number, and extradition information will be appended to the wanted person record following the word LOCATED.

2. **The ORI has the responsibility of immediately advising an apprehending/locating agency concerning extradition of the individual when contacted about the apprehension/location.**

3. In instances where an ORI receives information that an apprehending/locating agency will not honor the extradition of an individual, the ORI must initiate a modify message to include in the MIS Field of the record the words CANNOT EXTR FROM (and indicate limitations).

4. When the locating agency intends to hold the subject on local charges and the individual is found within the geographical area of extradition, the locate transaction should include "DETN" in the EXT field.

EXTR/NOEX/DETN in a Locate Message

1. **EXTR** indicates that the subject will be returned to the wanting agency and must be included in the locate message when:

    a. The agency that entered the record advises that the apprehended/located person will be extradited, or picked up instate or

    b. The person is wanted by a federal agency and has been apprehended/located by federal or local authorities.

    c. The entering and locating agencies are both Virginia agencies.

2. **NOEX** indicates that the subject will not be returned to the wanting agency and must be included in the locate message when:

    a. The agency that entered the record advises that the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location, or

    b. The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information, or

3. **DETN** indicates that the subject is being detained and will be returned to the wanting agency upon release and must be included in the locate message when:

   a. The locating agency intends to hold the subject on local charges.

   b. The wanted person has been found in a government holding facility, such as in prison.

Second Locate on a Record

1. In a few instances, a wanted person may be apprehended/located more than once without extradition taking place because of the expense, the distance involved, or other reasons. One locate message can be made a permanent part of a wanted person record.

2. NOEX to NOEX

   When a record has been previously located with **"NOE**X" and a second locate with **"NOEX**" is placed against the record, the complete wanted person record, including all supplemental data, is automatically retired from the NCIC Wanted Person file. The locate acknowledgment will indicate that the record is being retired. The record will remain on file in VCIN For example:

   NCIC REPLY
   VAVSP03T1
   2ND LOCATE NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1 RECORD BEING CANCELED

2. EXTR or DETN to EXTR or DETN

   When a record is in located status and the Extradition (EXT) Field is EXTR or DETN, any subsequent locate transactions with EXTR or DETN will reset the retirement date and update the Date of Recovery (DOR), Recovering Agency Identifier (RRI), Recovering Agency Case Number (RCA), and EXT Fields. The record will be retired five (5) days from the date of the locate transaction in the DOR Field.

3. NOEX to EXTR or DETN

   When a record has been located with an EXT Field of NOEX, a second locate transaction with EXTR or DETN will place the record in located status and add the DOR, RRI, RCA, and EXT Fields. The record will be retired five (5) days from the date of the locate transaction in the DOR Field.

4. EXTR or DETN to NOEX

   When a record is in located status and the EXT Field is EXTR or DETN, any subsequent locate transaction with NOEX will be rejected.

Additional Guideline for Placing a Locate

Following the extradition information, users are expected to enter benefits and effectiveness data. These fields include: RPS, PAR, HIT, NPA, NPF, VNP (must be left blank or zero for a Wanted Person File record), VOR, and VRC. Example:

LW.VA1230000.NAM/SMITH, THOMAS ADAM.VIC/200987654.OCA/2002-5.20020821.35102.
EXTR.HIT STATE 20020921..1..1..400.1000

The entry of benefits and effectiveness data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. In the above example, a wanted person has been located as a result of a state hit, which occurred on October 29, 2007. The subject was arrested on the charge stated in the wanted person record, the number of persons found was 1, along with $400 worth of other recovered property, and $1000 of recovered contraband.

Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

When to Use a Clear Message

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

    a. When the agency apprehending the wanted person is the agency that entered the record, or

    b. When the agency that entered the record is officially advised that the wanted person is in custody of another agency.

2. The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers.

Message Use

The "DW" message is utilized to enter detainer information to NCIC/VCIN Wanted Person File record in located status and detained on local charges in an out-of-state detention center.

Format 235

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF DETAINER	MANDATORY	DOD	8-8	NUMERIC
DETAINER CASE NUMBER	MANDATORY	DNO	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INCARCERATING AGENCY IDENTIFIER	MANDATORY	IRI	9-9	ALPHABETIC, NUMERIC
DATE INCARCERATION STARTS	OPTIONAL	DIS	8-8	NUMERIC
DATE OF SENTENCE EXPIRATION	OPTIONAL	DSE	8-8	NUMERIC
PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

What is a Detainer

A detainer is an official notice from a government agency to a correctional agency requesting that an individual wanted by one agency, but subject to the correctional agency's jurisdiction, not be released or discharged without first notifying the wanting agency and giving them an opportunity to respond. Typical reasons for detainers include the individual is wanted for trial or wanted to serve a sentence in the requesting jurisdiction.

When to Use a Detainer

Detainer information may be appended only to NCIC/VCIN Wanted Person File records in located status. When an inquiring agency receives a positive response, confirms that the subject is identical, the warrant is outstanding, and extradition is authorized, it must perform a locate transaction to place the record in located status. If the locating agency intends to hold the individual on local charges, the locate transaction should indicate detention by placing DETN in the Extradition (EXT) Field. At this point, the agency of record should append any detainer information to its record within 5 days of the locate transaction. Appending a detainer will allow the record to remain in NCIC/VCIN until extradition can occur.

Example:

DW.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535462.OCA/TEST-1.
20071203.WD12345.VA024025C

1203 00378 1426 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535462.OCA/TEST-1.
DOD/20071203.DNO/WD12345.IRI/VA024025C

***** ENTER DETAINER - DETAINER INFO ADDED *****

MKE/DETAINED WANTED PERSON
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535462 NIC/W080171608
***** END OF RECORD *****

MRI 378 IN: HFS 171 AT 03DEC2007 14:26 OUT: HOWL 85 AT 03DEC2007 14:26

1203 00380 1427 HFS
NCIC REPLY
VAVSP01T1
ENTER DETAINER NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 380 IN: HFS 172 AT 03DEC2007 14:26 OUT: HOWL 86 AT 03DEC2007 14:27

Additional Guidelines for Detainer Entry

1. A Wanted Person record must be in located status before a detainer can be appended to the record.

2. The ORI of the Wanted Person Record is the only agency that can append a detainer.

3. The entering agency (ORI) must account for all fields in the detainer record format. If optional fields are not included, then a period must be included to account for the field. (On formatted screens, the periods are already there.)

4. A wanted person record can only be appended with one detainer.

5. The place of incarceration is the facility that has the individual detained, whether it be in a local, state, federal, or private facility.

6. The incarcerating agency identifier is the NCIC assigned ORI of the agency who will receive the Incarcerating Agency Notification ($.O.) advising that a detainer has been filed. (Prior to trial, this would likely be the arresting agency or holding facility. Post trial, it would probably be a correctional facility).

7. INCARCERATING AGENCY NOTIFICATION ($.O.)

   Upon entry of detainer information, an unsolicited message, $.O., is sent to the incarcerating agency. An example of this notification can be found in the Introduction of the NCIC manual.

8. SENTENCE EXPIRATION NOTIFICATION ($.P.)

   Five days prior to the date of sentence expiration (date shown in the DSE), the ORI of record will receive a $.P. message. This unsolicited message from NCIC is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition. An example of this notification can be found in the Introduction chapter of the NCIC Operating Manual.

   If the fields, Date Incarceration Starts, Date Of Sentence Expiration, Place Of Incarceration, do not contain data, you **will not** receive the **sentence expiration notification**.

9 The holder of record will need to keep in contact with the holding agency to obtain:

   a. The information for the Date Incarceration Starts, Date of Sentence Expiration, Place of Incarceration fields.

   b. To validate that the detainer is still on file and subject is still incarcerated at the detention center.

10. If the wanted person escapes custody or for some reason is released from custody before he/she is extradited back to Virginia the detainer will have to be canceled , if the warrants are still valid.

Message Use

The "MDW." message is utilized to modify the data in a detainer on a wanted person record

Format 237

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM DETAINER TRANSACTION				

Example:

MDW.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535347.OCA/TEST-1.
DOD/20100501.IRI/ VA013015C

1203 00388 1437 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535462.OCA/TEST-1. DOD/20100501.
IRI/ VA013015C

***** RECORD MODIFIED *****

MKE/LOCATED WANTED PERSON
ORI/VAVSP01T1 NAM/STRINGBEAN,LEROY BUBBA JR OCA/TEST-1
VIC/201535462 NIC/W080171608
***** END OF RECORD *****

MRI 388 IN: HFS 175 AT 03DEC2007 14:37 OUT: HOWL 89 AT 03DEC2007 14:37

1203 00390 1438 HFS
NCIC REPLY
VAVSP01T1
MODIFY DETAINER NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 390 IN: HFS 176 AT 03DEC2007 14:37 OUT: HOWL 90 AT 03DEC2007 14:38

Message Use

The "XDW." message is utilized to cancel a detainer on a wanted person record when the agency appending the detainer on the wanted person no longer has a detainer on file

Format 237

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DETAINER CASE NUMBER	MANDATORY	DNO	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

Example:

XDW.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535347.OCA/TEST-1.
WD12345

1203 00388 1437 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535462.OCA/TEST-1.DNO/WD12345

***** RECORD MODIFIED (DETAINED INFO DELETED) *****

MKE/LOCATED WANTED PERSON
ORI/VAVSP01T1 NAM/STRINGBEAN,LEROY BUBBA JR OCA/TEST-1
VIC/201535462 NIC/W080171608
***** END OF RECORD *****

MRI 388 IN: HFS 175 AT 03DEC2007 14:37 OUT: HOWL 89 AT 03DEC2007 14:37

1203 00390 1438 HFS
NCIC REPLY
VAVSP01T1
CANCEL DETAINER NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 390 IN: HFS 176 AT 03DEC2007 14:37 OUT: HOWL 90 AT 03DEC2007 14:38

Additional Guidelines

1. When subject is no longer wanted by the entering agency, the record must be cleared (CW) or canceled (XW) from NCIC/VCIN.

Message Use

The "CW." message is utilized to clear a wanted person record when the agency apprehending the wanted person is the agency that entered the record or when the originating agency (ORI) is officially advised that the wanted person is in custody of another agency.

The "CT." message is utilized to clear a temporary felony wanted person record when the agency apprehending the wanted person is the agency that entered the record or when the originating agency (ORI) is officially advised that the wanted person is in custody of another agency.

Format 236

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC

Continued on next page

NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Example:

CW.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/ 201535347.OCA/TEST-1.
20071019

1019 00058 0732 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535347.OCA/TEST-1.DCL/20071019

***** CLEAR WANTED PERSON - RECORD CLEARED *****

MKE/DETAINED WANTED PERSON - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535347 NIC/W290170118
***** END OF RECORD *****

MRI 58 IN: HFS 21 AT 19OCT2007 07:32 OUT: HOWL 20 AT 19OCT2007 07:32

1019 00060 0733 HFS
NCIC REPLY
VAVSP01T1
CLEAR NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 60 IN: HFS 22 AT 19OCT2007 07:32 OUT: HOWL 21 AT 19OCT2007 07:33

Additional Guidelines for Clearing a Wanted Person

1. Clear Procedure if Wanted Person Apprended by Agency that Entered Record

    a. If the agency that entered the record apprehends the wanted person, only the date of apprehension must be entered following the three record identifiers.

2. Clear Procedures if Wanted Person Apprehended by an Agency other than ORI of Record

    a. If an agency other than the ORI of the record apprehends the wanted person, use of the following procedures will ensure that the cleared record contains complete apprehension data (date of apprehension, apprehending agency identifier, and apprehending agency case number).

        1) If the record being cleared is in a located status, only the date of apprehension must be entered following the two record identifiers.

        2) If the record being cleared is in an active status, the date of apprehension followed by the apprehending agency identifier and the apprehending agency case number, in that order, without field codes, must be entered after the two record identifiers. The apprehending agency must provide this information to the originating agency for it to be included in the clear message.

        3) Even though the record may be cleared without these data, including the apprehending agency identifier and case number makes an historical record complete.

    b. Following the recovering agency information (RRI and RCA), users are expected to include benefits and effectiveness data. These fields include RPS, PAR, HIT, NPA, NPF, VNP, VOR, and VRC. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

    c. When the wanted person record contains code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL field, the wanted person record **must be** cleared by the entering agency once subject has been extradited.

3. When a record is no longer in the VCIN Wanted Hot File System (HFS), and the record is still on file in the NCIC wanted file system, you must clear the record using the NIC number instead of the VIC number (GLINK format 540).

Message Use

The "XW." message is utilized to cancel a wanted person when the entering agency (ORI) determines that the record is invalid; for example, the warrant, which was the basis for the record, has been dismissed or the record is invalid for some other reason.

The "XT." message is utilized to cancel a temporary felony wanted person record when the entering agency (ORI) determines that the record is invalid.

Format 238

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC

Additional Guidelines for Cancellation

1. When canceling a record in an NCIC/VCIN format, the user is expected to enter benefits and effectiveness data.

2. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be **CASE DROPPED**, **NOT WANTED**, or **WARRANT DISMISSED**.

Example:

XW.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535348.OCA/TEST-1.20071019

1019 00089 0738 HFS
VCIN REPLY
VAVSP01T1

***** CANCEL WANTED PERSON - RECORD CANCELED *****

MKE/WANTED PERSON - CAUTION
ORI/VAVSP01T1
NAM/STRINGBEAN,LEROY BUBBA JR
VIC/201535348 OCA/TEST-1 NIC/W440170813
***** END OF RECORD *****

MRI 89 IN: HFS 29 AT 19OCT2007 07:38 OUT: HOWL 27 AT 19OCT2007 07:38

1019 00091 0739 HFS
NCIC REPLY
VAVSP01T1
CANCEL NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 91 IN: HFS 30 AT 19OCT2007 07:38 OUT: HOWL 28 AT 19OCT2007 07:39

Message Use

The "EN." message is utilized to enter alias (es) and/or additional identifiers as a supplemental record to any active wanted person record (to be placed in NCIC/VCIN by an entry separate from the wanted person entry). May be made only by agency originally that entered the wanted person record.

Format 229

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANDATORY	VCIN	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN		ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC		ALPHABETIC, NUMERIC

Continued on next page

VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN		ALPHABETIC, NUMERIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN		
ADDRESS SET	OPTIONAL SET	SNU*5	1-7	

Requirements Listed as Conditional or Optional Set

1. When entering additional operator license data you must enter them as a set, OLN, OLS, and OLY, i.e., OLN/T12345678.VA.2007.

2. When entering additional vehicle license plates, you must enter as a set, "LIC", "LIS", "LIY", and "LIT," i.e., LIC/FXX302.VA.2003.PC.

3. When entering additional vehicles you must enter as a set, VIN, VYR, VMA, VMO, VST, and VCO, i.e., VIN/12345678909876.1970.PONT.CAT.2T.WHI/GRN.

4. When entering Images, they must be entered as a set, IMN, IMT.

5. When entering address set, they must include SNU, SNA, CTY, COU. STA, ZIP.

Identification of a Record for Supplemental Entry

The wanted person record to which a supplemental record of alias (es) and/or other additional identifiers is to be added must be identified by NAM, VIC, and OCA, in that order. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

Example:

EN.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535349.OCA/TEST-1.
AKA/ROGERS,ROY TEST.EVENS,DALE.DOB/19510105.19550916

1019 00291 1354 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535349.OCA/TEST-1.AKA/ROGERS,ROY
TEST.EVENS,DALE.DOB/19510105.19550916.

***** ENTER SUPPLEMENTAL - DATA ENTERED *****

MKE/WANTED PERSON - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535349 NIC/W510164092
***** END OF RECORD *****

MRI 291 IN: HFS 112 AT 19OCT2007 13:54 OUT: HOWL 34 AT 19OCT2007 13:54

1019 00294 1354 HFS
NCIC REPLY
VAVSP01T1
SUPP NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1

MRI 294 IN: HFS 113 AT 19OCT2007 13:54 OUT: HOWL 35 AT 19OCT2007 13:54

Number of Additional Identifiers in a Supplemental Record

The AKA Field and all other identifying data fields, which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a wanted person record, are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9

Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9
Street Number, Street Name, City, State, County, Zip Code, Address Type, and Date of Documented Address	SNU*	9

Maximum Number of Additional Identifiers in a Supplemental Entry

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, address, or image is likewise counted as one identifier.

2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g. army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

3. Supplemental entry of an IMN/IMT set is used to link the base wanted person record with an existing image record in the NCIC database. A wanted person may be associated with a maximum of one each of the following image types: mugshot, right index fingerprint, and signature.

    a. Up to ten images, other than mugshot, fingerprint, and signature, may also be associated with a single base wanted person record through a supplemental entry for a maximum of 13 images. Only fingerprint images can be linked to multiple wanted person records.

Additional Guidelines for Supplemental Record Entry

1. After the wanted person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.

2. The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.

3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.

4. The field in the base record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.

5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

6. The criteria for rejecting duplicate records, as defined in this chapter, apply to the entry of supplemental information.

7. Personal Descriptors and Vehicular Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

Message Field Code Edits for Supplemental Record Entry

1. ALIAS (AKA)

   a. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM field (or those previously entered in the AKA fields) for the record, i.e. NAM/SMITH,MICHAEL LEE and AKA/SMITH,LEE MICHAEL.

   b. An alias is to be listed with the last name, comma, first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

   C. Nicknames (monikers) are to be entered in the AKA Field of the missing person record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

      The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

   d. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC Code Manual*.

2. OPERATOR'S LICENSE SET (OLN)

a. Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example: OLN/L234526677238.VA.2012

b. In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC (MESSAGE FIELD CODE) OLN/.

3. LICENSE PLATE SET (LIC)

a. Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example: LIC/CBA321.VA.2010.PC

b. In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA SET (VIN)

a. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

b. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK. or VIN/1D37Q6R001225.1976.CHEV..2D..

c. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

a. The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e, DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include: DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333. SOC/303055378.123498788

b. When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

<u>Modification of Alias(es) and/or Other Identifiers in a Supplemental Record</u>

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a wanted person record.

2. To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

Message Use

The "XN." message is utilized to cancel alias (es) and/or additional identifiers that were entered as a supplemental record to any active wanted person record.

Format 239

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
Followed by fields to be canceled.				

Example:

XN.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535349.OCA/TEST-1.
AKA/ROGERS,ROY TEST.DOB/19510105

1019 00332 1404 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535349.OCA/TEST-1.AKA/ROGERS,ROY
TEST.DOB/19510105.

***** CANCEL SUPPLEMENTAL - DATA CANCELED *****

MKE/WANTED PERSON - CAUTION
ORI/VAVSP01T1 TORI/VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535349 NIC/W510164092
***** END OF RECORD *****

MRI 332 IN: HFS 132 AT 19OCT2007 14:04 OUT: HOWL 36 AT 19OCT2007 14:04

1019 00334 1409 HFS
NCIC REPLY
VAVSP01T1
CANCEL SUPP NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1
AKA/R0GERS,R0Y TEST
DOB/19510105

MRI 334 IN: HFS 133 AT 19OCT2007 14:04 OUT: HOWL 37 AT 19OCT2007 14:09

Identification of a Record for Cancellation of Additional Identifiers

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the wanted person record to which the supplemental record is appended must be identified by NAM, VIC, and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

Maximum Number of Additional Identifiers in a Cancellation Message

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

Additional Guidelines for Supplemental Data Cancellation

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example: VIN/1L69X6JO23456..CHEV

    a. This transaction would result in deletion of the entire VIN set.

3. When a Wanted Person File record is canceled, its entire supplemental record is automatically canceled.

4. IMAGE SET (IMN and IMT)

    Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type is either fingerprint (F), signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

XN.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535349.OCA/TEST-1.
IMN/I460010283.M.IMN/I050010346.I

Message Use

The "ENS." message is utilized to enter supplemental stolen/fraudulent identifiers as a supplemental record to any active wanted person record (to be placed in NCIC/VCIN by an entry separate from the wanted person entry). May be made only by agency originally entering wanted person record.

Format 230

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
(FRAUDULENT) NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN		ALPHABETIC, NUMERIC

Requirements Listed as Conditional or Optional Set

1. When entering supplemental stolen/fraudulent operator's license data, you must enter them as a set, OLN, OLS, and OLY i.e. OLN/T12345678.VA.2013.

Entry or Cancellation of Supplemental Stolen/Fraudulent Record

A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

Example:

ENS.VAVSP01T0.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535422.OCA/TEST-1.
NAM/BROOKS,PETER.JONES,THOMAS.DOB/19451231.19460101.SOC/987654321.
OLN/1111111TEST.DC.2014.OLN/T33333333.VA.2014

1109 00072 0842 HFS
VCIN REPLY
VAVSP01T0

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535422.OCA/TEST-1.
NAM/BROOKS,PETER.JONES,THOMAS.DOB/19451231.19460101.SOC/987654321.
OLN/1111111TEST.DC.2014.OL1/T33333333.VA.2014.

***** ENTER STOLEN/FRAUDULENT IDENTIFIERS - INFO ADDED *****

MKE/WANTED PERSON - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535422 NIC/W250177213
***** END OF RECORD *****

MRI 72 IN: HFS 26 AT 09NOV2007 08:42 OUT: HOWL 17 AT 09NOV2007 08:42

1109 00074 0843 HFS
NCIC REPLY
VAVSP01T0
S/F SUPP NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1
ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

MRI 74 IN: HFS 27 AT 09NOV2007 08:42 OUT: HOWL 18 AT 09NOV2007 08:43

NOTE: The above type of reply will be received from NCIC when the SOC is an invalid SOC, but all of the data entered was accepted and added to the base record.

Identification of a Record for Supplemental Stolen/Fraudulent Identifiers Record Entry/Cancellation

The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the NAM, VIC, and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be entered with the exact spelling and spacing as shown in the base record on file.

Number of Additional Fields in a Supplemental Stolen/Fraudulent Record

The identifiers, which may be included in a supplemental S/F identifier record entry or cancel message with their message field codes and the maximum number that may be appended to a base record, are as follows:

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

Additional Guidelines for a Supplemental Stolen/Fraudulent Record

1. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.

2. The S/F identifiers being entered or canceled follow the three base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancellation, except the operator's license field, must be identified by the proper MFC followed by a slash and the identifier(s).

    a. Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period, and each field must end with a period. All fields except the operator's license field may be entered in any order in a supplemental record entry. For example, two SOC’s and two DOB’s contained in an entry or cancel transaction might appear as follows: SOC/123456789.987654321.DOB/19710101.19711231

3. The OLN is a set (multiple data element fields). Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, two OLNs might appear as follows in an entry or cancellation transaction: OLN/18273645.DC.2012.OLN/T98765432.VA.2012

Modification of a Supplemental Stolen/Fraudulent Identifier Record

Supplemental S/F identifier records cannot be modified. To change an existing identifier, the entering agency must cancel it using the supplemental S/F identifier record cancellation message (MKE/XNS). The correct information can then be reentered using the supplemental S/F identifier record entry message (MKE/ENS).

Message Use

The "XNS." message is utilized to cancel supplemental stolen/fraudulent identifiers as a supplemental record to any active wanted person record.

Format 239

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
Followed by fields to be canceled.				

Example: (Cancel)

XNS.VAVSP01T1.NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535422.OCA/TEST-1.
NAM/BROOKS,PETER.JONES,THOMAS.DOB/19451231.19460101.SOC/987654321.

1109 00331 1312 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY BUBBA JR.VIC/201535422.OCA/TEST-1.
NAM/BROOKS,PETER.JONES,THOMAS.DOB/19451231.19460101.SOC/987654321.

***** CANCEL SUPPLEMENTAL - DATA CANCELED *****

MKE/WANTED PERSON - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY BUBBA JR
OCA/TEST-1 VIC/201535422 NIC/W250177213
***** END OF RECORD *****

MRI 331 IN: HFS 117 AT 09NOV2007 13:12 OUT: HOWL 34 AT 09NOV2007 13:12

1109 00333 1313 HFS
NCIC REPLY
VAVSP01T1
CANCEL S/F SUPP NAM/STRINGBEAN,LER0Y BUBBA JR OCA/TEST-1
S/F NAM/BR00KS,PETER
S/F NAM/J0NES,TH0MAS
S/F SOC/987654321
S/F DOB/19451231
S/F DOB/19460101

MRI 333 IN: HFS 118 AT 09NOV2007 13:12 OUT: HOWL 35 AT 09NOV2007 13:13

Message Use

The "ED." message is utilized to enter dental records to any active wanted person record (to be placed in NCIC by an entry separate from the wanted person entry). May be entered only by agency that originally entered the wanted person record.

Format 337

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS AVAILABLE	MANDATORY	DXR	1-1	ALPHABETIC
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC
DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH	3-319	ALPHABETIC, NUMERIC, SPECIAL CHARACTERISTICS

When to Use Supplemental Dental Record Entry

1. The Wanted Person File includes dental characteristics for matching purposes against records in the NCIC Unidentified Person File.

2. The entry of dental data to a wanted person record may be made only by the agency that entered the wanted person record. The entry (MKE/ED) must be entered separately from the base record and other supplemental data.

Example:

ED.VAVSP01T1.NIC/ W510164092.OCA/TEST-1. Y.N.INDIVIDUAL HAS NUMEROUS CARIES.01X,02M,03V,04O,05V,06V,07V,08F,09V,10V,11V,12V,13V,14V,15V,16X,17X,18V,19V,20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31D,32V

1022 00011 0729
NCIC REPLY

VAVSP01T1
ENTRY DENTAL DATA NIC/W510164092 OCA/TEST-1

MRI 11 IN: NC2S 2 AT 22OCT2007 07:29 OUT: HOWL 6 AT 22OCT2007 07:29

Additional Guidelines for Supplemental Dental Record Entry

1. Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information is entered with MKE/ED.

2. The entry of a supplemental dental record to a Wanted Person File record will cause a cross-search of all Unidentified Person File records.

   a. The DXR Field must contain Y or N.

   b. The MPA Field must contain Y or N.

   c. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

DENTAL CHARACTERISTICS (DCH) FIELD

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), wanted (X), virgin (V), no information remembered (/), root canal (R), or crown (C).

   a. An NCIC Wanted Person Dental Report, or one similar, can be completed by a dentist or forensic odontologist and returned to the user for entry.

   b. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add information and the system transmits the following after the DRE Field in a positive response:

      ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

      Note: If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth and the system will generate a dental cross-search comparison.

2. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:

   DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

   Note: If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison .

3. The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.

4. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

5. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option a, b, or c:

   a. One special character /, or one special character / followed by R.
   b. One alphabetic character M, O, D, F, L, X, or V.
   c. Two to seven alphabetic characters M, O, D, F, L, C, and R.

6. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.

7. The R character should follow any combination of M, O, D, F, L, C or the / character.

8. The C character should follow any combination of M, O, D, F, or L.

9. The only character that should be used with / is the R character.

10. The characters V and X should not be used with any combination of characters.

11. The characters M, O, D, F, L, C, R, /, V, and X may be used only once per numeric.

Message Use

The "MD." message is utilized to modify a dental record that was added to any active wanted person record.

Format 338

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
Followed by fields to be modified.				

Requirements for Supplemental Dental Record Modification

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.

2. Change or delete the information entered in the DRE Field.

3. Change any coding for the 32 tooth codes of the DCH Field.

Example:

MD.VAVSP01T1.NIC/W510164092.OCA/TEST-1.DCH/08V,16V

1022 00026 0917
NCIC REPLY

VAVSP01T1
MODIFY DENTAL DATA NIC/W510164092 OCA/TEST-1

MRI 26 IN: NC2S 4 AT 22OCT2007 09:17 OUT: HOWL 9 AT 22OCT2007 09:17

Message Use

The "XD." message is utilized to cancel a dental record to any active wanted person record.

Format 339

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

Example:

XD.VAVSP01T1.NIC/W510164092.OCA/TEST-1

1022 00028 0919
NCIC REPLY

VAVSP01T1
CANCEL DENTAL DATA NIC/W510164092 OCA/TEST-1

MRI 28 IN: NC2S 5 AT 22OCT2007 09:19 OUT: HOWL 10 AT 22OCT2007 09:19

Additional Guidelines for Supplemental Dental Record Cancellation

1. To cancel dental data, the wanted person record must be identified by the NIC and OCA, in that order.

2. A supplemental dental cancellation message will delete all dental information from the record identified.

3. When a Wanted Person File record is canceled, located, or cleared, all supplemental dental information are retired.

Benefits and Effectiveness Data

1. Benefits and effectiveness data is collected by the NCIC System to provide users with a means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction. Additional information can be found in the Other Transactions chapter.

2. Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.

3. When the NCIC System goes into statistics mode, the user will receive a $.S. STATISTICS MODE NOTIFICATION. While NCIC is in statistics mode, the user will be reminded to enter benefits data by receiving a $.R., TRANSMIT BENEFITS DATA NOTIFICATION, if benefits data was not included in the locate or clear transaction.

4. If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD). Additional details can be found in the Other Transactions chapter of this manual.

5. Property and Person: Locate and Clear Transactions

   Benefits data is not collected for serialized securities and articles. When a record is cleared, canceled, or located, the RPP (property) or RPS (person) should be provided in the transaction. This gives the reason for record removal. If not included in a clear or a locate transaction when the System is in statistics mode, the agency removing the record receives a $.R. notification and then must perform the CRBD or LRBD as defined above. If the RPP or the RPS Field is filled out, then additional fields may be entered. The rules for benefits data entry are summarized in the following table:

FIELD NAME	**MESSAGE FIELD CODE**	**FIELD LENGTH**	**DATA TYPE**	POSSIBLE VALUES
Reason for Property Record Removal	RPP	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY RECOVERED
Reason for Person Record Removal	RPS	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY LOCATED PREVIOUSLY IDENTIFIED**
Persons Armed	PAR	1-1	N	Contains the Code 1, 2, or 3: 1 = Yes 2 = No 3 = Not Available. Can be entered only if RPS is entered.

Wanted/Missing Person Hit Results	HIT*	1-2	N	Can be one or two of the following: 1 = Subject arrested on charge in wanted person record 2 = Subject arrested on charge other than charge in hit record 3 = Detainer filed 4 = Held for extradition 5 = Held for another jurisdiction after confirmation of missing status*** 6 = Released - Wanting agency refused to extradite 7 = Released - Agency holding missing person report can provide no follow up in case of adult or where parents refuse to take custody of missing juvenile*** 8 = Released - Unable to confirm missing status*** 9 = Released - Unable to confirm wanted status Can be entered only if RPS is entered.
Number of Persons Apprehended	NPA*	1-3	N	Count of persons arrested as a result of recovering stolen article in record being located. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Number of Missing Persons Found	NPF*	1-20	AN	If missing persons are found as a result of solving this case, one or more of the following codes may be entered: nnn represents the number of occurrences: nnnJI: Juvenile indexed in NCIC nnnJN: Juvenile not indexed in NCIC nnnOI: Other missing person indexed in NCIC nnnON: Other missing person not indexed in NCIC Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Property	VNP*	1-8	N	Fair market value (in whole dollars) of the article when it was recovered. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under “Data Type” A= Alpha N= Numeric

Value of Other Recovered Property	VOR*	1-8	N	Fair market value (in whole dollars) of the property recovered in addition to the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Contraband	VRC	1-8	N	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under "Data Type" A= Alpha N= Numeric
*Not applicable to unidentified persons.
** Unidentified person only.
***Missing person only.

6. Property and Person: Cancel Transaction

   When canceling a record, the user is expected to enter a field explaining the reason the record was canceled. The RPP Field or RPS Field can have one of the following values on a cancel transaction:

   1. CASE DROPPED
   2. NOT STOLEN (property only)
   3. NOT MISSING (missing person only)
   4. WARRANT DISMISSED (wanted person only)
   5. NOT WANTED (wanted person only)
   6. PREVIOUSLY IDENTIFIED (unidentified person only)

No other benefits data fields are included in a cancel transaction.

7. Related Search (RSH)

   a. The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), NCIC conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.

   b. Agencies, which have in the past reused the same OCA on multiple records, may elect NOT to set the RSH Y in an inquiry. The NCIC System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.

   c. Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number, which is expanded to 20 characters in NCIC.

Security File

**** NOTE ****

The Virginia Criminal Information Network does not maintain a Security File in the state system. All transactions and information concerning the national Security File is covered in that section of the NCIC manual.

The (EOT) characters at the end of the NCIC example formats must be disregarded.

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TAGS

		Page No.
EL.	Enter Stolen License Plates in NCIC and VCIN	II-6-6
	Additional Guidelines for Entry	II-6-7
	Benefits and Effectiveness Data	II-6-37
	Criteria for Entering License File	II-6-1
	Caution Indicators	II-6-1
	Data Flow of Transactions into the VCIN and NCIC Files	II-6-2
	Dollar Eight ($.8.) Program	II-6-5
	Field Codes and Edits	II-6-3
	Investigative Interest	II-6-5
	License Plate Number	II-6-7
	State	II-6-8
	Year	II-6-8
	Type	II-6-8
	Linkage Data	II-6-9
	Message Key Codes	II-6-1
	Miscellaneous Field	II-6-9
	Notify Originating Agency	II-6-9
	Retention Period for Unrecovered Stolen License Plates	II-6-2
	Special Virginia License Plates	II-6-22
	Motorcycles	II-6-22
	Trailer	II-6-23
	Truck	II-6-23
	Legislature	II-6-23
	Validation	II-6-3
ML.	Modify Stolen License Plates in NCIC and VCIN	II-6-10
QV.	Query Stolen License Plates	II-6-11
	Additional Guidelines for Inquiring into Wanted Files	II-6-13
	DMV Registration Inquiry Guidelines	II-6-24
	Procedures for Handling a Hit	II-6-14
	Restriction on Use of DMV Information	II-6-13
LL.	Locate Stolen License Plates in NCIC and VCIN	II-6-16
	Additional Guidelines for Locates	II-6-17
CL.	Clear Stolen License Plates in NCIC and VCIN	II-6-18
	Additional Guidelines for Clear	II-6-19
XL.	Cancel Stolen License Plates in NCIC and VCIN	II-6-20
	Additional Guidelines for Cancel	II-6-21

Criteria for Entry in License Plate File

1. A uniquely numbered stolen plate(s) may be entered into file if a theft report has been made.

2. Entries are usually limited to instances where all plates issued are reported stolen. In a two-plate state where only one plate is reported stolen, an entry is permitted provided the entering agency is assured the remaining plate will not be on a vehicle. For officer safety and to increase the chance of recovery, the license plate(s) must be entered into the NCIC and VCIN wanted license plate files.

3. Entry must be made as soon as possible once the minimum data required for entry and the record documentation are available.

    a. Any additional data received after entry must be modified into the record.

    b. Any delay of entry should be documented in the report.

Message Key (MKE) Codes

Message	Stolen License Plate MKE	Translation
Entry	EL	STOLEN LICENSE PLATE
Modify	ML	
Cancel	XL	
Inquiry	QV	
Test Inquiry	ZV	
Locate	LL	LOCATED LICENSE PLATE
Clear	CL	

Caution Indicators

1. If the license plate should be held for latent fingerprint examination, "-P" should be entered as part of the message key code, for example, "EL-P" which translates as "STOLEN LICENSE PLATE - HOLD FOR LATENTS."

2. If occupants of the vehicle on which the license plate is believed to be displayed are known to be armed, "-A" should be entered, for example, "EL-A" which translates as "STOLEN LICENSE PLATE - OCCUPANT(S) ARMED."

3. If a combination of the above two conditions exists,"-F" should be entered, for example, "EL-F" which translates as "STOLEN LICENSE PLATE - OCCUPANT(S) ARMED/HOLD PLATE FOR LATENTS."

Retention Period for Stolen License Plate

1. License plate(s) records will remain on file for the balance of the year of entry plus an additional 4 years.

2. Serious errors will affect the retention period of a record. A serious error in this file occurs when a record contains inaccurate license data. A state Department of Motor Vehicles (DMV) where the plates are issued may compare license data with records contained in their files. If inaccuracies are detected, the state of registry notifies the entering agency so the inaccurate data can be corrected. If the error is not corrected, the state of registry should notify NCIC. Upon notification from the state of registry, NCIC will cancel the record and transmit a $.E. administrative message to the entering agency. The message provides the entire canceled record and a detailed explanation for the cancellation.

Data Flow of Transactions into the VCIN and NCIC Files

1. When an agency enters or updates a License Plate File record into the NCIC/VCIN systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transaction and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent.

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

Validations

Validation listings are prepared as of 0400 EST (or EDT) the first Friday of each month. See Validation Schedule in File Transactions.

License Plate Message Field Codes and Edits

Code	Field	Edits
CDE	Canadian Date Of Entry	Must be a valid Gregorian date (YYYYMMDD). Canadian Vehicle Index records only.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date. For felony vehicle records, the DOT represents the date a vehicle was used in the commission of a crime or the date a warrant of seizure was issued.
LIC	License Plate	The characters UNK, UNKN, or UNKNOWN cannot be used. If the license plate number exceeds ten characters, only the last ten characters should be entered in the LIC field. The full plate number must be shown in the MIS field.
LIS	License Plate State (Issuer)	Must be a valid NCIC assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
LIT	License Plate Type	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*.
LIY	License Plate Year Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the system).

Code	Field	Edits
LKI	Linkage Agency	Must be a valid NCIC assigned ORI.
MIS	Miscellaneous	If only one plate is stolen out of a two-plate state, enter 1 plate stolen in this field.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (P in the Vehicle File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen vehicle. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC assigned ORI. The ORI in an add-on record entry must be the same as that of the base record.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RPP	Reason for Property Record Removal	Must be a valid NCIC assigned code as listed at the end of this chapter.

Code	Field	Edits
RRI	Recovering Agency Identifier	Must be a valid NCIC assigned ORI.
RSH	Related Search Hit	Must be Y or N.
VNP	Value of Recovered	Must be 0 or blank
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen vehicle which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

STOLEN LICENSE ENTRIES AND THE $.8. PROGRAM

An agency entering a record for a license plate registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a $.8. Program participant. Additional information on the $.8. Program can be found in the Introduction chapter of the NCIC Operating Manual under “OTHER ADMINISTRATIVE MESSAGES.”

INVESTIGATIVE INTEREST

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.

2. The Other Transactions chapter of the NCIC Operating Manual contains information regarding investigative interest supplemental records in NCIC files.

3. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records

Message Use

The "EL." message is utilized to enter stolen license plates into the NCIC and VCIN data base files.

Format 244

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL* State and Country Code Section
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL* Vehicle Code Section
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
NOTIFYING ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-1	ALPHABETIC

Requirements Listed as Conditional or Optional Set

1. When any of the fields “LIC,” “LIS,” “LIY,” or “LIT” are used, all four (4) fields must be used.

2. When either of the fields “LKI” or “LKA” are used, both must be used as a set.

Example:

EL.VAVSP01T1.FPX302.VA.2010.PC.20071029.1234K…TEST RECORD

1029 00034 0833 HFS
VCIN REPLY
VAVSP01T1

***** RECORD ENTERED *****

MKE/STOLEN LICENSE PLATE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
LIC/FPX302 LIS/VA LIY/2010 LIT/PC
DOT/20071029
OCA/1234K MIS/TEST RECORD
VIC/103286727
DTE/20071029
***** END OF RECORD *****

MRI 34 IN: HFS 9 AT 29OCT2007 08:33 OUT: HOWL 2 AT 29OCT2007 08:33

1029 00037 0834 HFS
NCIC REPLY
VAVSP01T1
NIC/P600011162 LIC/FPX302
OCA/1234K

MRI 37 IN: HFS 11 AT 29OCT2007 08:33 OUT: HOWL 3 AT 29OCT2007 08:34

Additional Guidelines for Entry:

1. When entering Virginia Special Interest Group type of license plates, flagged with a " * " (Board of Corrections, Game and Inland Fisheries Commission, Fire Services Board, Street Rod, etc.) enter the Special Interest Group name in the Miscellaneous field, see DMV Registration Inquiry Guidelines of this section.

2. When only **one plate is stolen**, 1 PLATE STOLEN must be entered in the MIS Field to explain this fact.

3. When the license plate has **expired beyond one year**, it cannot be entered.

4. LICENSE PLATE NUMBER (LIC) IN THE STOLEN LICENSE PLATE ENTRY

    a. Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instances when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the Control Terminal Agency in the state of registry.

    b. If the license plate number exceeds ten characters, only the last ten should be entered. The entire number must be shown in the MIS Field. Partial license plates must not be entered.

c. Where one character appears over another, enter the top characters first immediately followed by the bottom, that is A enter as AB.
B

5. LICENSE PLATE STATE (LIS) IN THE STOLEN LICENSE PLATE ENTRY

a. The appropriate code for the state, territorial possession, province, or country that issued the stolen plate must be used in the License Plate State (LIS) Field of the License Plate entry. The codes listed in State and Country Codes, *NCIC Code Manual*, are the only codes approved for use in the LIS Field.

b. Regarding **military vehicles and other U.S. Government vehicles** with plates displaying the inscription U.S. GOVERNMENT, the code US should be entered.

6. LICENSE PLATE YEAR OF EXPIRATION (LIY) IN THE STOLEN LICENSE PLATE ENTRY

a. The highest year in which the license plate is valid, as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker, should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Therefore, the LIY may be the current year, current year minus one, or later than the current year. Non-expiring license plates are entered by using LIY/NX.

b. In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, enter the highest year in which the license plate is valid as indicated on the registration document. NX should be entered to indicate a non-expiring license plate when all of the following conditions exist:

(1) No year sticker is on the plate or windshield.

(2) No year is embossed on the plate.

(3) The plate number is never reissued.

(4) The registration supporting the plate indicates no expiration; for example, U. S. Government, U. S. Military, and some state, county and municipal vehicle plates are nonexpiring.

c. In those instances where there is no license plate and the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (e.g., registration number painted on a airplane or affixed by a decal), enter the highest year that the registration number is valid as indicated on the registration document for that vehicle.

7. LICENSE PLATE TYPE (LIT) IN THE STOLEN LICENSE PLATE ENTRY

For NCIC purposes, motor vehicle license plate types are classified as (1) regular/ordinary passenger car plates and (2) special plates. Only codes as set out in the *NCIC Code Manual*, Vehicle Data Codes, are acceptable for entry in the LIT Field.

8. MISCELLANEOUS FIELD (MIS) IN THE STOLEN LICENSE PLATE ENTRY

a. License plate numbers exceeding ten characters must be shown completely in the MIS Field. The last ten characters of the plate number must be entered in the LIC Field.

b. In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match of license plate numbers, the plate number properly hyphenated must be shown in the MIS Field. An example is plate number 1-1568 which would be matched with plate number 11-568. License plate numbers containing a symbol may be entered as follows:

(1) When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol.

(2) When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.

c. When entering Virginia Special Interest Group type of license plates, flagged with a " * " (Board of Corrections, Game and Inland Fisheries Commission, Fire Services Board, Street Rod, etc.) enter the Special Interest Group name in the Miscellaneous field.

d. **State Police Only**: The code number of the investigating sworn employee must be entered as the first four characters in the miscellaneous field.

9. LINKAGE DATA (LKA AND LKI)

a. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record, which shares the same incident of a record entered by a different ORI and/or OCA, can link the records by entering the associated ORI and OCA in the LKI and LKA Fields.

b. In the entry message the LKI and LKA Fields immediately follow the OCA field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields or if the first seven characters of the LKA are the same as the first seven characters of the LKI.

10. NOTIFY ORIGINATING AGENCY (NOA)

a. When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the License Plate is known, Y should be entered into the NOA Field. If NOA is left blank, the field will default to N.

Message Use

The "ML." message is utilized to add to, delete data from, or change a portion of data, which is a part of an active stolen plate record. A license plate record cannot be modified if the record is in a located status.

Format 245

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	MANDATORY	LIC	1-10	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

Example:

ML.VAVSP01T1.LIC/FPX302.VIC/103286727.OCA/1234K.LIY/2009

1029 00041 0847 HFS
VCIN REPLY
VAVSP01T1

LIC/FPX302.VIC/103286727.OCA/1234K.LIY/2009.

***** MODIFY STOLEN PLATE - RECORD MODIFIED *****

MKE/STOLEN LICENSE PLATE
ORI/VAVSP01T1
LIC/FPX302
VIC/103286727 OCA/1234K NIC/P600011162
***** END OF RECORD *****

MRI 41 IN: HFS 13 AT 29OCT2007 08:47 OUT: HOWL 4 AT 29OCT2007 08:47

1029 00044 0848 HFS
NCIC REPLY
VAVSP01T1
MODIFY LIC/FPX302
MRI 44 IN: HFS 15 AT 29OCT2007 08:47 OUT: HOWL 5 AT 29OCT2007 08:48

Message Use

The "QV" Affords VCIN users the capability of searching VCIN, CPIC, and NCIC files for wanted information in the following files: Vehicle, License Plates, and NCIC/VCIN Wanted/Missing Persons, Foreign Fugitive, Gang/Terrorist, Deported Felon, Violent Felon, and U. S. Secret Service Protective Files provided a vehicle was part of the entry record. Inquiry by Virginia License Plate will search the Virginia DMV files for registration files. For registration on out of state license plates or VINs, refer to NLETS section of this manual.

Formats 200 (Omit the LIY field for current registration except for Dealer & 30 day tags.)

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL* STATE & COUNTRY CODES
LICENSE PLATE YEAR	CONDITIONAL SET	LIY	4-4	ALPHABETIC, NUMERIC
LICENSE PLATE TYPE	MANDATORY	LIT	2-2	ALPHABETIC
PURPOSE CODE	CONDITIONAL	PUR	1-1	*USE CODE "C" ON ALL CRIMINAL INVESTIGATIONS*
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC

Requirements Listed as Conditional or Conditional Set

1. When LIC is used, the LIS and LIT must be used. If you desire other than current Virginia registration, or are inquiring on a Virginia Dealer or Temporary license, you must also use the LIY field.

2. The files may also be inquired upon by NIC or VIC numbers.

Example:

QV.VAVSP00H1.LIC/FPX302.LIS/VA.LIY/.LIT/PC

1029 00069 0902
DMV REPLY

QV.VAVSP00H1.LIC/FPX302.LIS/VA.LIY/.LIT/PC

LIC/FPX302.LIY/2003/01.ISS/1984/07/09.
JASON LARRY SMITH
CUST ADDR: 1002 LOGAN CT
CHESTERFIELD VA 23832
VIN/1G2AF51R9HT285948. VYR/1987. VMA/PONT. VEH DISP/.
VST/2D. SSN/D16700000502 .
*EXP/2003/01/31. WGT/3200. REG STATUS/ACTIVE. PLT STATUS/ RENEWAL .UMV.LIEN.
FIPS/000. VEH USE/PRIVATE..SPEC/RENTAL..CUR VCO/BLK.ORI VCO/BLK. DP/.
INTERLOCK/.

MRI 69 IN: HFS 28 AT 29OCT2007 09:02 OUT: HOWL 13 AT 29OCT2007 09:02

1029 00069 0902 HFS
VCIN REPLY
VAVSP00H1
RTYPE/HIT

MKE/STOLEN LICENSE PLATE
LIC/FPX302 LIS/VA LIY/2009 LIT/PC
MIS/TEST RECORD
DOT/20071029
VIC/103286727 OCA/1234K NIC/P600011162
DTE/20071029 DTM/20071029
* * CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I

MRI 69 IN: HFS 28 AT 29OCT2007 09:02 OUT: HOWL 13 AT 29OCT2007 09:02

1029 00044 0848 HFS
NCIC REPLY
VAVSP01T1

MKE/STOLEN LICENSE PLATE
ORI/VAVSP01T1 LIC/FPX302 LIS/VA LIY/2009 LIT/PC DOT/20071029
OCA/1234K
MIS/TEST REC0RD
NIC/P600011162 DTE/20071029 0840 EDT
ORI IS SP DIVISION 1 RICHMOND 804 553-3445
IMMED CONFIRM RECORD WITH ORI

MRI 113 IN: NC2S 12 AT 29OCT2007 09:29 OUT: HOWL 16 AT 29OCT2007 09:29V

Restriction on Use of DMV Information

Registration information is for criminal justice use only. Non-criminal justice agencies or persons must obtain information from DMV. This restriction does not prohibit a police officer from furnishing vehicle registration information to a towing or storage service when the service is towing or storing the vehicle at the direction of the officer.

Additional Guidelines for Inquiring into the Wanted Files and Virginia DMV

1. If the inquiry is for a criminal investigation, use PUR/C at the end of your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off.

2. When inquiring on Virginia Special Interest Group type of license plates (Board of Corrections, Game and Inland Fisheries Commissioner, Fire Services Board, Street Rod, etc.) see DMV Registration Inquiry Guidelines in this section.

3. If the license to park in a handicapped parking space has been suspended due to abuse, the following message will be returned from DMV:

   "HANDICAPPED PARKING PRIVILEGE SUSPENDED"

4. If a hit response contains expired license plate information, the following caveat will be included:

   WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

Procedures for Handling a Hit

1. Any agency which receives a record(s) in response to an NCIC/VCIN inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit from the NCIC/VCIN system: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order.

2. Confirming a hit means to contact the agency that entered the record to:

    a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;

    b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and

    c. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms and conditions of a protection order.

3. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

Priority 1: Urgent

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

Priority 2: Routine

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

4. After establishing the priority level, the agency should then follow these procedures:

    a. Upon receipt of a hit confirmation request (YQ), the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

    b. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to the VCIN Control Center and to the Control Terminal Officer “CTO” of the agency that originated the record by entering a “2” in the “RNO” field of the “YQ” format. The CTO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply to system standards. The CTO action must include canceling the record if the agency fails to confirm the HIT.

c. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the Control Terminal Agency's "CTA" involved by entering a "3" in the "RNO" field of the "YQ" format. Failure on the part of any CTA to ensure such compliance will be brought to the attention of the NCIC Advisory Policy Board "APB."

5. The **formats and examples** for sending HIT request (YQ) and replies (YR) are located:

   a. Virginia = Administrative Message section of the VCIN Operating Manual.

   b. Out of State = NLETS section of the VCIN Operating Manual

6. Even if the initial confirmation is handled via telephone, the "YQ" and "YR" hit confirmation messages should be used for documentation.

7. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

8. Every agency upon taking a person into custody or recovering property, after confirming the hit, must place a locate transaction on the corresponding NCIC and/or VCIN record(s).

Message Use

The "LL." message is utilized to indicate (until the originating agency clears the record), that the license plates have been located. The message is sent by the agency that has located the stolen license plates after the record has been confirmed with the entering agency.

Format 246 For VCIN/NCIC entries Format 539 For out of state entries

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
NIC NUMBER	CONDITIONAL	NIC	10-10	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Requirements Listed as Conditional

1. When placing a locate on a wanted person entered in the **VCIN** and **NCIC** system, you must use the **VIC** number when placing a locate.

2. When placing a locate on a wanted person entered by an **out of state agency** in **NCIC** system, you must use the **NIC** number.

Example:

LL.VAVSP02T1.LIC/FPX302.VIC/103286727.OCA/1234K.20071029.2007-123456

1029 00239 1024 HFS
VCIN REPLY
VAVSP02T1

LIC/FPX302.VIC/103286727.OCA/1234K.DOR/20071029.RCA/2007-1234

***** LOCATE STOLEN PLATE - RECORD LOCATED *****

MKE/LOCATED STOLEN LICENSE PLATE
ORI/VAVSP01T1
LIC/FPX302
VIC/103286727 OCA/1234K NIC/P600011162
***** END OF RECORD *****

MRI 239 IN: HFS 96 AT 29OCT2007 10:24 OUT: HOWL 17 AT 29OCT2007 10:24

1029 00243 1030 HFS
NCIC REPLY
VAVSP02T1
LOCATE LIC/FPX302

MRI 243 IN: HFS 98 AT 29OCT2007 10:24 OUT: HOWL 19 AT 29OCT2007 10:30

Additional Guidelines for Locating a Stolen License Plate

1. Following the date of clear, recovering agency, and recovering agency case number, users are expected to enter benefits and effectiveness data. Additional information on benefits and effectiveness data can be found in the File Transaction section of this manual.
2. When an agency places a locate transaction against another agency's record, NCIC will automatically notify the entering agency through a $.L. administrative message. A $.8. Out-of-State Notification will be sent automatically as necessary.

Message Use

The "CL." message is utilized to clear stolen license plate records in NCIC and VCIN when the agency that entered the record is officially advised by another agency that the license plate has been recovered.

Format 247

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	MANDATORY	LIC	1-10	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Example:

CL.VAVSP01T1.LIC/FPX302.VIC/103286727.OCA/1234K.20071029.VAVSP0200.2007-123456

1029 00246 1031 HFS
VCIN REPLY
VAVSP01T1

LIC/FPX302.VIC/103286727.OCA/1234K.DCL/20071029.RRI/VAVSP0200.RCA/2007-123456

***** CLEAR STOLEN PLATE - RECORD CLEARED *****

MKE/LOCATED STOLEN LICENSE PLATE
ORI/VAVSP01T1
LIC/FPX302
VIC/103286727 OCA/1234K NIC/P600011162
***** END OF RECORD *****

MRI 246 IN: HFS 100 AT 29OCT2007 10:31 OUT: HOWL 20 AT 29OCT2007 10:31

1029 00249 1033 HFS
NCIC REPLY
VAVSP01T1
CLEAR LIC/FPX302

MRI 249 IN: HFS 102 AT 29OCT2007 10:31 OUT: HOWL 21 AT 29OCT2007 10:33

Additional Guidelines for Clearing Stolen License Entry

1. If the agency that entered the record recovers the license plate, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.
2. If the stolen license plate record is located by an agency other than the entering agency and the record being cleared is in a located status (MKE/LOCATED LICENSE PLATE), only the date of clear would be entered following the two record identifiers. If the record being cleared is in an active status (MKE/STOLEN LICENSE PLATE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes, would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.
3. Following the date of clear, recovering agency, and recovering agency case number, users are expected to enter benefits and effectiveness data. Additional information on benefits and effectiveness data can be found in the File Transaction section of this manual.

4 When a record is no longer in the VCIN Wanted Hot File System (HFS), and the record is still on file in the NCIC wanted file system, you must clear the record using the NIC number instead of the VIC number (GLINK format 544).

Message Use

The "XL." message is utilized to cancel stolen license plate records when the record is determined invalid.

Format 248

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	MANDATORY	LIC	1-10	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC,

Example

XL.VAVSP01T1.LIC/FPX302.VIC/103286731.OCA/1234-K.20071029

1029 00272 1040 HFS
VCIN REPLY
VAVSP01T1

***** CANCEL STOLEN PLATE - RECORD CANCELED *****

MKE/STOLEN LICENSE PLATE
ORI/VAVSP01T1
LIC/FPX302
VIC/103286731 OCA/1234K NIC/P360012183
***** END OF DELETE RECORD *****

MRI 272 IN: HFS 114 AT 29OCT2007 10:40 OUT: HOWL 27 AT 29OCT2007 10:40

1029 00275 1041 HFS
NCIC REPLY
VAVSP01T1
CANCEL LIC/FPX302

MRI 275 IN: HFS 116 AT 29OCT2007 10:40 OUT: HOWL 28 AT 29OCT2007 10:41

Additional Guidelines for Cancellation

1. Cancellation date must be current date or current date minus one.

2. When a record is canceled, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel, the RPP value will be either CASE DROPPED or NOT STOLEN.

SPECIAL VIRGINIA LICENSE

Several problems have arisen concerning the handling of special tags by users of the VCIN system. NCIC/VCIN regulations and DMV requirements differ in regard to some of these license plates, and we have had to lay down some rather strict conventions to be followed in dealing with licenses other than private passenger licenses.

NCIC/VCIN regulations require that license plate numbers be entered as they appear on the plate. Thus, prefixes which mark special tags are considered part of the license number itself. In Virginia there are licenses, which have one, or more words describing the type of tag spelled out on the license itself (e.g., U. S. Senator license). These will be made exceptions to the general NCIC rules, as will be shown in example #4.

In making entries to NCIC/VCIN, the maximum license number size is ten (10) characters. When a license with its prefix is more than ten characters long, the rightmost ten characters are entered in the License Plate Field and the entire plate number is entered in the Miscellaneous Field preceded by the LIC/ field code.

Certain licenses are not marked by a prefix, even though they are special licenses. In these cases, the number should be entered as it appears on the plate and an appropriate code should be inserted in the License Type Field. Virginia motorcycle licenses fall into this category and their treatment will be discussed below:

Applying these rules to the specific examples of special Virginia licenses we have the following procedures:

1. Motorcycle Licenses

   Motorcycle licenses do not have a distinctive prefix appearing on the face of the plates themselves. Instead, they are distinguished by their size. Since size of the plate is not taken into account when entering stops in NCIC and VCIN files, we must have a way of distinguishing motorcycle plates from passenger plates bearing the same number. This is affected by the License Type Field. To make an entry against a motorcycle license, the number is entered as it appears on the plate, and the 'MC' code is placed in the License Type Field, as shown:

   EL.VAVSP0100.35000.VA.2010.MC.20080517.1234

   However, with inquiries, the option of omitting the License Type Field is no longer available. The LIT/ field must be present on all queries using a motorcycle license.

   QV.VAVSP0100.LIC/35000.LIS/VA.LIY/.LIT/MC

   Note: Also, that even including the LIT field, it is possible in NCIC files to get a hit on a passenger plate rather than a motorcycle plate, or vice versa. Always check the record returned to you on a hit to make sure the license types agree.

2. Trailer Licenses

Trailer licenses will be handled just like other licenses, except for the different license prefixes and license type codes. A stop placed against a trailer for hire license, for example, would be entered as follows:

EL.VAVSP0100.TRH23456.VA.2010.TL.20080501.234

An inquiry will appear as follows:

QV.VAVSP0100.LIC/TRH23456.LIS/VA.LIY/.LIT/TL

The License Type code for all trailer licenses is “TL,” which must be included in the entry.

3. Truck License

Truck tags present no special problems. The prefix for each type of tag is entered as part of the tag number, and the appropriate code for License Type is used. The License Type code for Truck and Truck for Hire licenses is "TK." For Tractor Truck and Tractor Truck for hire licenses, the code is "TR." Below are examples of an entry and an inquiry on truck licenses:

EL.VAVSP0100.YA11500.VA.2010.TR.20080517.1234

QV.VAVSP0100.LIC/YA11500.LIS/VA.LIY/.LIT/TR

4. Special Issue License Plates

Examples: Senator, Delegate, U. S. Congressman, Diplomat, and Consul.

Strict NCIC/VCIN procedure would seem to dictate that the entire words of Special Issue Plates be entered as part of the license number, since they appear on the plate. However, an exception has been made in cases where the type of license is spelled out on the face of the plate. The number will be entered without the wording prefix and the license type must be entered in the format. Below is an example of an entry of a stolen U. S. Senator license:

EL.VAVSP0100.1.VA.2010.LE.19990501.1234

DMV REGISTRATION INQUIRY GUIDELINES

Special attention must be given to certain Virginia tags when making an inquiry into the DMV files and entering into the Wanted files.

The following table will serve as a summary of special tag handling procedures. This is based on the best information available from DMV at this time. Virginia License plates issued after July - 1998 will not be listed unless the VCIN administrative office is notified of a problem in obtaining data on the tag.

--- = NUMERIC CHARACTERS

*** SEE SPECIAL NOTE #7 FOR ALL TAGS BELOW THAT ARE FLAGGED WITH A ***

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Air Force Reserve	AF---	YES	MR
Amateur Radio	Call Number	YES	AR
*American Legion	AL---	NO	PE
Animal Friendly	----CD	YES	PC
Antique Vehicle	----	NO	AQ
Antique Motorcycle	---A	YES	AQ
Armed Forces Cross Plates			
Air Force	----AF	YES	PE
Navy Cross	----NC	YES	PE
Distinguished Service	----DSC	YES	PE
Army Reserve	AR----	YES	MR
* Association of Realtors	----VR	NO	PE
* Board of Agriculture & Consumer Service	BACS---	NO	PE
* Board of Audiology and Speech Pathology	VBAS---	NO	PE
* Board of Bar Examiners	----VBBE	NO	PE
* Board of Conservation/Recreation	VBCR---	NO	PE

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
* Board of Dentistry	VBDT---	NO	DD
* Board of Forestry	VBOF---	NO	PE
* Board of Funeral Directors	VFDE---	NO	PE
* Board of Health Professions	VBHP---	NO	PE
* Board of Health	VBOH	NO	PE
* Board of Medical Assistant Service	BMAS---	NO	PE
* Board of Medicine	VBOM---	NO	PE
* Board of Mental Health, Mental Retardation and Substances Abuse Services	VBHR---	NO	PE
* Board of Nursing	VBNG---	NO	PE
* Board of Nursing Home Administrators	VBNH---	NO	PE
* Board of Occupational Therapy	VBOT---	NO	PE
* Board of Optometry	VBOP---	NO	PE
* Board of Pharmacy	VBPY---	NO	PE
* Board of Professional Counselors	VBPC---	NO	PE
* Board of Psychology	VBPS---	NO	PE
* Board of Social Services	VBSS---	NO	PE
* Board of Social Work	VBSW---	NO	PE
* Board of Surface Mining Review	BSMR---	NO	PE
* Board of Trustees of the Family & Children's Trust	BTFC---	NO	PE
* Board of Veterinary Medicine	VBVM---	NO	PE

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Bowler	----BW	YES	PE
Bronze Star	BZ----	YES	PE
Bus	E----	YES	BU
Chesapeake Bay	CB--- or C----	YES	PC
Commissions and Boards	----CB	YES	PE
Star	----ST	YES	PC
Chosen Reservoir Survivor	CR---	YES	PE
* Circuit Court Clerk	---VCCC	NO	PE
City of Fairfax	FX----	YES	PE
City of Virginia Beach	----VB	YES	PE
* Civil Air Patrol	CA---	NO	PE
Coast Guard Auxiliary	CG----	YES	PE
Coast Guard Reserve	CG----	YES	PE
College and Universities	See Special Note #8 & 9		
Combat Wounded	PH----	YES	PE
* Commission on Youth	VACY---	NO	PE
Commonwealth's Attorney	---VCCA	NO	PE
* Commonwealth Transportation Board	CTBD---	NO	PE
* Commission on Local Government	VCLG---	NO	PE
* Commissioner of the Revenue	---VCOR	NO	PE
Communiplates	See Special Note #9		PE
* Correctional Education Board	VDCE---	NO	PE

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Dealers			
Factory Assembly Dealer	FD----	YES	DL
Franchise Car, Trucks	D----,----D	YES	DL
Franchised-Trailer	FT---DT---	YES	DL
	---FT	YES	DL
Franchised-Motorcycle	FB---,MD---	YES	MD
	---FB	YES	MD
Franchised-Motor Home	FM---,---FM	YES	DL
Independent Car, Trucks	UD---,---UD	YES	DL
	ID---,---ID	YES	DL
Independent-Motorcycle	IB---,---IB	YES	MD
Independent-Motor Home	IM---,---IM	YES	DL
Independent-Trailer	IT---,---IT	YES	DL
Delta Sigma Theta Sorority	DS----	ES	OR
* Disabled Veteran	DV----	YES	DV
Distinguished Flying Cross	----DF	YES	PE
Drive Away	DA---	YES	DA
Equipment	EQ----	YES	SC
Exchange Club	----EC	YES	OR
Family & Children's Trust Fund of Va.			
Hand	----HA	YES	PC
Heart	----HT	YES	PC
Fire Department	FD----	YES	FD

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
* Fire Services Board	VFSB---	NO	FD
Freemason	GL----	YES	OR
Fraternal Order of Police	FP---	YES	OR
* Games & Inland Fisheries Commission	GIFC--	NO	PE
General Registrar	---GR	YES	PE
Great Seal and Bicentennial	NO PREFIX OR SUFFIX		PC
Handicapped Person HP will be displayed on plates issued prior to 1986. Starting in 2005 HP will be displayed at the end of the number	----	NO	DX
Harley Owners Group	----HD	YES	PE
Hearing Impaired	HI--	YES	HI
Heritage	----	YES	PC
* Highway & Transportation Board	HTCO--	NO	PE
Hobbyist	HO--	YES	PE
Honorary Consul	HC----	NO	CC
* Housing Research Advisory Board	VHRA---	NO	PE
* Industrial Commission Board	VINDC--	NO	PE
Jamestown	----J or ----Y	YES	PC
Jaycees	JC----	YES	OR
Kiwanis International	KI----	YES	OR
Knights of Columbus	KC----	YES	OR
Legion of Valor	1001LV-9999LV	YES	PE

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Lions of Virginia	LV----	YES	OR
Magistrate	MG----	YES	PE
* Manufactured Housing Board	VBMH	NO	PE
Marine Corps League	----ML	YES	PE
* Marine Reserve	MR----	NO	PE
Marine - Semper Fidelis	----MR	YES	PE
Medal of Honor	MH--	YES	VF
* Mental Health Board	VMHB--	NO	PE
Military Academy	WP----	YES	PE
Military Assault Force	MA----	YES	PE
Military Operations Units	----MU	YES	PE
Military Reserve	----MR	YES	PE
Motorcycle	----	YES	MC
Motor Disabled	M--- or ---M	YES	DX
* Motor Vehicle Dealer's Board	--MV	NO	PE
Multi-Use Tag (60 days)	VL----	NO	TM
National Guard	------	NO	NG
National Rifle Association	----NR	YES	PE
Native America Heritage	----NA	YES	PE
Naval Reserve	NR------	YES	MR
Order of the Eastern Star	ES----	YES	PE
Passenger Vehicle	AAA-QZZ	YES	PC
Passenger Vehicle	A----	YES	PC

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Passenger Vehicle	B	YES	PC
Passenger Vehicle	B----	YES	PC
Pearl Harbor	---PH	YES	CM
* Pesticide Control Board	VPCB---	NO	PE
Pharmacist	RX---	YES	PE
* Port Authority Board	VPAB--	NO	PE
Postmaster	PM----	YES	PE
Prisoner of War	POW---	YES	VF
Professional Fire Fighters	PF----	YES	PE
Promotional Plates	See Special Note #13		PE
* Public Beach Board	VPBB----	NO	PE
Public Use (State)	--S---	YES	ST
Public Use (State)	-----S	YES	ST
Public Use (Local)	--M---	YES	CU, CI
Public Use (Local)	-----L	YES	CU, CI
Purple Heart	PH---	YES	PE
* Racing Commission	VBRC----	NO	PE
React Team	RT---	YES	PE
* Real Estate Board	VREB---	NO	PE
* Rehabilitative Services Board	BORS---	NO	PE
Rental Vehicle (Passenger)	RAA--- thru RZZ---	YES	RV
Rescue Squad	RS----	YES	PE

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Retired Officers Association	----VC	YES	PE
Ride Sharing	PV----	YES	PE
Ruritan National	---RN	YES	PE
Scenic	----	YES	PC
* Sheriff	SH----	NO	LF
Sheriff Association	SHA----	YES	PE
Shriner	---SR	YES	PE
Silver Star	SL---	YES	PE
Soil and Water Conservation	SW---	YES	PE
* State Board of Corrections	SBOC---	NO	PE
* State Community Colleges Board	SBCC---	NO	PE
* State Delegate	SD--	NO	LS
State Insect Butterfly	----BF	YES	PC
* State Lottery Board	VSLB--	NO	PE
* State Police	SP----	NO	LF
* State Senator	SS--	NO	LS
* Street Rod	SR---	NO	PE
State Weed Tobacco Heritage	----TH or TL	YES	PC
Taxi Cab	H----	YES	TX
Temporary License (30 days),			
Car	X----, Z----	YES	TM
Motorcycle	Y----,W---- V----	YES	TM

If you are unable to receive DMV data with TYP code of TM, use DL.

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Temporary Transport (5 days)			
Standard Size	N------	YES	TM
Motorcycle Size	U------	YES	TM
* Transportation Safety Board	---TSAB	NO	PE
* Treasurer	---VTRE	NO	PE
* Treasury Board	TREB---	NO	PE
Truck Non-Permanent			
Apportioned (Truck - Bus)	P----	YES	AP
Apportioned Bus (Not in IRP)	EA---	YES	AP
Apportioned (Tractor - Trailer)	PY----	YES	AP
Farm Truck	F----	YES	FM
Rental (Truck/Tractor)	RA---- thru RZ	YES	RV
Tow Truck	WT---	YES	TK
Tractor Truck (Private)	YA---- thru YZ--	YES	TR
Tractor Truck for Hire	XA---- thru XZ----	YES	TR
Truck	TA--- thru TZ-----	YES	TK
Truck Quarterly	T---,Y------	YES	TK
Truck for Hire	HA---- thru HZ----	YES	TK
Trailer Non-Permanent			
Rental (Trailer)	R-----	YES	RV
Trailer	TR----	YES	TL
	CT---	YES	TL
	TRH----	YES	TL
	UT---	YES	TL
Trailer Office	OT----	YES	TL

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
Truck Permanent Issue			
For Hire	-----HA	YES	TK
Private	----TA	Yes	TK
Apportioned Truck	----P	Yes	AP
Apportioned Tractor/Trailer	----PY	Yes	AP
Tractor for Hire	----XA	YES	TR
Tractor Private	----YA	YES	TR
Tow Truck for Hire	----WT	YES	TK
Farm Vehicle	----F	Yes	FM
Rental Truck/Tractor	----RA	YES	RV

* This plate will have an orange decal with the letter “R” in white placed on the upper right corner of plate.

Trailer Permanent Issue			
Hire/Private	----TR	Yes	TL
Rental	----TR	YES	TL

* This plate will have an orange decal with the letter “R” in white placed on the upper right corner of plate.

Univ. of Va. Athletic Logo	----UV	YES	PC
* U. S. Congressman	UC-	NO	LE
* U. S. Senator	US-	NO	LE
U. S. Veterans Tags			
Persian Gulf	----PG	YES	PE
Korean War Veteran	KV---- or KW----	YES	PE
Veteran Armed Forces	VET---	YES	PE
Vietnam Veterans	----VV	YES	PE

KIND OF TAG	LICENSE NUMBER FIELD USED FOR DMV ACCESS	PREFIX/ SUFFIX DISPLAYED ON PLATES	LICENSE TYPE CODE
U. S. Veterans Tags			
Vietnam Veterans of America	VV----	YES	PE
World War II Veterans	----WW	YES	PE
* Vintage Plates (General use)	-----	YES	ZZ
* Vintage Plates (Permanent)	-----	YES	ZZ
* Virginia Aviation Board	VABM---	NO	PE
Virginia Bowler	----BW	YES	PE
* Virginia Racing Commission	VBRC---	NO	PE
* Virginia Resources Authority	VRAB---	NO	PE
Virginia Society of CPAs	CP----	YES	PE
* Virginia Union University President	VUUPRS--	YES/NO	PE
The VUU will be displayed but the PRS will be spelled out as PRESIDENT.			
Well Machinery Mobile Equipment	EQ---	YES	SC
* Well Review Board	VWRB---	NO	PE
Wildlife Conservationist	----WL (Duck) ----BA (Bass) ----WD (Deer)	YES YES YES	CN CN CN

Additional Guidelines

1. Inquiries on motorcycle license must include the license type--LIT/MC

2. Inquiries on temporary license must include the license type--LIT/TM

3. Inquiries on dealer license must include the license type--LIT/DL

4. Inquiries on antique license must include the license type--LIT/AQ

5. For special license plates displaying the International Symbol of Access (Wheel Chair Symbol), it is not always necessary to enter the plate type of "DX." The "DX" should be used only when plate displays all numerics. Also, when making a query on an old style handicapped license plate with the HP in the handicapped symbol, the HP should not be used as a part of the query.

6. To ensure an accurate license check for stolen and registration data, the complete license number as given will provide an accurate search of the wanted file, except for special interest group tags. However, an additional query into the DMV data file using additional digits or deleting digits is necessary to secure the correct registration data on some license plates.

7. The license plates marked with an asterisk (*) issued by DMV starting on page II-6-23 are not unique without the DMV assigned code which is not displayed on the tags. There is no unique NCIC license type code assigned to these types of plates to make the entry unique in the wanted files.

   a. When entering these types of plates as wanted, use the DMV assigned code in front of the number.

   b. Vehicles displaying these types of plates should be inquired on for wanted information by:

      (1) License number with the DMV assigned code.

      (2) License number without the DMV assigned code.

      (3) By Vehicle Identification Number (VIN).

   c. Vehicles displaying these Special Interest Group types of tags should always be double checked by the Vehicle Identification Number (VIN) for wanted status.

8. College and university plates normally will have two alphas and four numerics; however, an owner may use a communiplate on the college plate. The alphas may be used as prefixes; suffixes, or may be in the middle of the numerics. The logo may appear in the middle, to the left, or to the right of the characters. (Logo example: James Madison University tags have top of dome of the main administrative building with the letters JMU across the top of it) The logo must be disregarded when entering the wanted files and querying wanted and DMV data files.

9. Communiplates can be from one to seven alpha/numeric characters. If tags are lost or stolen, DMV will re-issue upon request of registered owner. If a HIT is received from the wanted files, compare the VIN numbers. The LIT code will be PE for entries. When you inquire into DMV for data on motorcycle communiplates, you must use MC in the LIT field.

10. Trucks that are licensed to carry 7500 pounds or less will be issued passenger plates.

11. USE OF NUMERIC 0 AND Alpha O IN DMV LICENSE PLATES NUMBERS.

    The following rules apply when DMV issues numeric 0 or alpha O in license plate numbers:

    a. If the O is between or after the numerics 1 through 9, it will be a numeric O.

    b. If the O is between alpha characters A through Z or before a numeric character 1 through 9, it will be an alpha O.

12. The new promotional plates are designed for use by dealers at special events such as parades, tournaments, etc. They will feature the "VIRGINIA" centered at the top of the plate in blue. On either side of the state name, spaces will be provided to display the month and year decals. The type of dealer will appear between lower mounting holes and the remainder of the plate will contain a design selected by the dealership. The promotional plate must be approved by the DMV Commissioner and contain the name of the dealership. Only one plate will be displayed on the rear of the vehicle.

    The dealership will receive written permission from the DMV Commissioner to use the plate for up to 30 consecutive days. However, authorized use may be extended if requested by the dealer in writing. A letter of authorization must be kept in the vehicle displaying the plates until expiration.

13. When inquiring into DMV and DMV finds more than one record for a tag, you will get all of them back. For example, you inquire on a 1964 vintage tag A123456 and there is also a 1967 vintage tag with the same number on file, you will get both of them back in your reply.

14. At the present time when you inquire into DMV on a 30 day temporary tag, you will have to use DL as type code instead of TM and you must include the year of expiration, because of a program problem. DMV will correct the problem as soon as possible.

15. On responses of "NOT AVAILABLE FOR REASSIGNMENT," you will have to send an administrative message to terminal "DMV1" to obtain registration from 0830 to 1700, Monday through Friday, except state holidays. After hours, send an administrative message to "CMD1."

16 When making queries, use the numbers displayed on the license plate with the appropriate license type code. For special license plates (Chesapeake Bay, Wildlife Conservationist, or other personalized tags) displaying the International Symbol of Access (ISA), it is not necessary to enter the type code of DX for Virginia DMV access. The DX code should be used to access Virginia's DMV only when the plate displays all numerics. Also, when making a query on an old style disabled license plate with the HP in the disable symbol, the HP should not be used as part of the DMV query but the HP will be used in the NCIC/VCIN wanted file transactions.

Benefits and Effectiveness Data

1. Benefits and effectiveness data are collected by the NCIC System to provide users with a means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction. Additional information can be found in the Other Transactions chapter of the NCIC Operating Manual.

2. Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.

3. When the NCIC System goes into statistics mode, the user will receive a $.S. STATISTICS MODE NOTIFICATION. While NCIC is in statistics mode, the user will be reminded to enter benefits data by receiving a $.R., TRANSMIT BENEFITS DATA NOTIFICATION, if benefits data were not included in the locate or clear transaction.

4. If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD). Additional details can be found in the Other Transactions chapter of the NCIC Operating Manual.

5. Property and Person: Locate and Clear Transactions

   Benefits data are not collected for serialized securities and articles. When a record is cleared, canceled, or located, the RPP (property) or RPS (person) should be provided in the transaction. This gives the reason for record removal. If not included in a clear or a locate transaction when the System is in statistics mode, the agency removing the record receives a $.R. notification and then must perform the CRBD or LRBD as defined above. If the RPP or the RPS Field is filled out, then additional fields may be entered. The rules for benefits data entry are summarized in the following table:

FIELD NAME	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE	POSSIBLE VALUES
Reason for Property Record Removal	RPP	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY RECOVERED
Reason for Person Record Removal	RPS	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY LOCATED PREVIOUSLY IDENTIFIED**
Persons Armed	PAR	1-1	N	Contains the Code 1, 2, or 3: 1 = Yes 2 = No 3 = Not Available. Can be entered only if RPS is entered.

Wanted/Missing Person Hit Results	HIT*	1-2	N	Can be one or two of the following: 1 = Subject arrested on charge in wanted person record 2 = Subject arrested on charge other than charge in hit record 3 = Detainer filed 4 = Held for extradition 5 = Held for another jurisdiction after confirmation of missing status*** 6 = Released - Wanting agency refused to extradite 7 = Released - Agency holding missing person report can provide no follow up in case of adult or where parents refuse to take custody of missing juvenile*** 8 = Released - Unable to confirm missing status*** 9 = Released - Unable to confirm wanted status Can be entered only if RPS is entered.
Number of Persons Apprehended	NPA*	1-3	N	Count of persons arrested as a result of recovering stolen article in record being located. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Number of Missing Persons Found	NPF*	1-20	AN	If missing persons are found as a result of solving this case, one or more of the following codes may be entered: nnn represents the number of occurrences: nnnJI: Juvenile indexed in NCIC nnnJN: Juvenile not indexed in NCIC nnnOI: Other missing person indexed in NCIC nnnON: Other missing person not indexed in NCIC Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Property	VNP*	1-8	N	Fair market value (in whole dollars) of the article when it was recovered. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Value of Other Recovered Property	VOR*	1-8	N	Fair market value (in whole dollars) of the property recovered in addition to the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Contraband	VRC	1-8	N	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

*Not applicable to unidentified persons.
** Unidentified person only.
***Missing person only.

6. Property and Person: Cancel Transaction

When canceling a record, the user is expected to enter a field explaining the reason the record was canceled. The RPP Field or RPS Field can have one of the following values on a cancel transaction:

1. CASE DROPPED
2. NOT STOLEN (property only)
3. NOT MISSING (missing person only)
4. WARRANT DISMISSED (wanted person only)
5. NOT WANTED (wanted person only)
6. PREVIOUSLY IDENTIFIED (unidentified person only)

No other benefits data fields are included in a cancel transaction.

7. Related Search (RSH)

a. The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), NCIC conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.

b. Agencies, which have in the past reused the same OCA on multiple records, may elect NOT to set the RSH Y in an inquiry. The NCIC System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.

c. Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number, which is expanded to 20 characters in NCIC.

Page No.

EV. Enter Stolen Vehicle in NCIC and VCIN II-7-12
EF. Enter Felony Vehicle in NCIC and VCIN II-7-12
Additional Guidelines for Stolen/Felony Vehicle Entries II-7-15
Automatic Notification of Entry II-7-11
Automatic Retirement II-7-4
Canadian Vehicle Index Information II-7-45
Caution Indicators II-7-4
Criteria for Entry II-7-1
Data Flow of Transaction into the VCIN and NCIC Files II-7-5
Definition of a Vehicle II-7-1
Dollar Eight ($.8.) Program II-7-5
Field Codes and Edits (Wanted & Stored File) II-7-6
Image Data II-7-27
Investigative Interest II-7-11
Key Codes II-7-3
License Plate Number II-7-16
State II-7-17
Year II-7-18
Type II-7-18
Linkage Data II-7-27
LoJack Computer System II-7-68
Miscellaneous Field II-7-25
Notify Originating Agency II-7-27
Owner-Applied Number II-7-26
Retention Period II-7-4
Validations II-7-5
Vehicle Identification Number (VIN) II-7-19
Year II-7-23
Make II-7-23
Model II-7-25
Style II-7-25
Color II-7-25
Vehicle Ownership Data Field (VOD) II-7-26

EVST. Enter Stored Vehicle in VCIN II-7-54
Field Codes and Edits (Wanted & Stored File) II-7-6

MV. Modify Stolen Vehicle in NCIC and VCIN II-7-28
MF. Modify Felony Vehicle in NCIC and VCIN II-7-28
Additional Guidelines for Modify II-7-30

MVST. Modify Stored Vehicle in VCIN II-7-56

*******Continued on Next Page*******

Page No.

QV. Query all Vehicle Files in NCIC, VCIN, and Virginia's DMV II-7-38
For Wanted and Virginia Registration Information
Additional Guidelines for Inquiries II-7-40
DMV Disclosure Information II-7-31
Procedure for Handling a HIT (Positive Response) II-7-43
Restriction on Use of DMV Information II-7-39

RQ. Query out of state Vehicle Files for Registration **(NLETS Section)** IV-0-A

QVN. Query VA DMV Vehicle Registration File by Name II-7-32

QV. Query VA DMV for Lien Information II-7-35

QV. Query VA DMV for Information on Vehicle Dealers II-7-36

QP. Query VA Handicapped Parking Permit II-7-34

QLD. Query DMV Citation Tracking System II-7-66

QMC. Query DMV Motor Carrier File by Name II-7-60
QMC. Query DMV Motor Carrier File by Customer Number II-7-61
QMC. Query DMV Motor Carrier File by Decal Number II-7-62
QMC. Query DMV Motor Carrier File by ICC Number II-7-63
QMC. Query DMV Motor Carrier File by DOT Number II-7-64
Field Codes and Edits (DMV - Motor Carrier File) II-7-59

QA. Query NCIC Article File for Wanted Status on a Virginia Inspection Sticker
(Article Section VCIN Manual) II-1-1

AM. Request for Data on a Virginia Inspection Sticker
(Administrative Message Section) III-0

QSV. Query Virginia Stored Vehicle File by Owner's Last Name or Business Name II-7-57

LV. Locate Stolen Vehicle in NCIC and VCIN II-7-46
LF. Locate Felony Vehicle in NCIC and VCIN II-7-46
Additional Guidelines for Locates II-7-48

CV. Clear Stolen Vehicle in NCIC and VCIN II-7-49
CF. Clear Felony Vehicle in NCIC and VCIN II-7-49
Additional Guidelines for Clear II-7-51

CVST. Clear Stored Vehicle in VCIN II-7-58

XV. Cancel Stolen Vehicle in NCIC and VCIN II-7-52
XF. Cancel Felony Vehicle in NCIC and VCIN II-7-52
Additional Guidelines for Cancel II-7-53

Benefits and Effectiveness Data II-7-81

Definition of a Vehicle for NCIC/VCIN Purposes

For NCIC/VCIN purposes, a vehicle is any motor-driven conveyance, except a boat, designed to carry its operator. In addition to conveyances meeting this definition, aircraft and trailers are also to be entered in the Vehicle File.

A part is defined as any serially numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat, which has been stolen from a vehicle or boat. Additional information on stolen parts can be found in the Vehicle/Boat Part File chapter of this manual.

Criteria for Entry in Vehicle File

1. The purpose of the Vehicle File is to provide assistance in the recovery of a stolen vehicle, a vehicle involved in the commission of a crime (felony vehicle), and a vehicle subject to seizure based on a federally issued court order (felony vehicle).

2. A stolen vehicle may be entered in file if a theft report has been made. The entering agency must maintain the entry in an up-to-date status.

3. The state of registry may enter a record for a vehicle stolen in another state when a test inquiry after a reasonable period of time discloses no record in NCIC. In this instance, the identity of the agency holding the theft report must be shown in the Miscellaneous Field. CAUTION-- Multiple entries may occur when this procedure is followed; therefore, it is imperative that each agency immediately clear its record upon recovery of the vehicle.

4. A loaned, rented, or leased vehicle that has not been returned may not be entered in file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

5. A felony vehicle may be entered in file immediately providing the whereabouts of the vehicle are unknown.

6. A stolen VIN plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially numbered: backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File as a stolen part, if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices may be entered in the Article File.

7. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC/VCIN entry. The only exception is that any criminal justice agency may act as holder of the record for another agency which has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own ORI in the ORI Field only when there is a written agreement between the two agencies, which delineates the legal responsibility of the record.

    a. For officer safety and to increase the chance of recovery, the vehicle must be entered into the NCIC and VCIN wanted vehicle files.

b. Entry must be made as soon as possible once the minimum data required for entry and the record documentation are available.

   1) Any additional data received after entry must be modified into the record.

   2) Any delay of entry should be documented in the report.

c. Each data field in the entry must be supported by the investigative report.

   1) Vehicle and license plate information should be verified through the appropriate motor vehicle files.

   2) If a call taker form, listing the data for the entry, or DMV registration reply, is attached to the investigative report and does not match the data in the initial investigative report, then the investigating report must be updated to show the correct data.

   3) For example the NCIC/VCIN entry shows the vehicle VIN as 1F21JK2B123456789 and the investigative report shows it as 1F21JK2B1234**S**6789, then the report must be modified to show which VIN is correct.

d. In a case where the investigative report matches the DMV registration reply, but NCIC rejects the entry for VIN format, the VIN must be researched to determine the source of the error. For Virginia DMV assistance in researching the registration, contact Virginia Division of Motor Vehicles by mail, telephone, or administrative message through your VCIN terminal.

Address:	Virginia Division of Motor Vehicles Investigative Services Division P O Box 27412 Richmond, Virginia 23269
Telephone:	804-367-0413
VCIN terminal:	DMV1

8. The National Insurance Crime Bureau can be contacted to provide investigative support in determining the correct VIN for the wanted vehicle at 708-430-2430 ext: 4700 or FAX: 708-430-0178

9. In addition, data of investigative interest pertaining to stolen vehicles, vehicle parts, or related vehicle titles stolen abroad and transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record. Vehicle parts may include blank, stolen, or counterfeit documents relating to the registration of the vehicle abroad or subsequent to its invalid titling in the United States, as well as license plates issued on the basis of fraudulent proof of ownership.

Message	Stolen Vehicle	MKE Translation
Entry	EV	STOLEN VEHICLE
Modify	MV	
Cancel	XV	
Inquiry	QV	
Test Inquiry	ZV	
Locate	LV	LOCATED VEHICLE
Clear	CV	

Message	Felony Vehicle	MKE Translation
Entry	EF	FELONY VEHICLE
Modify	MF	
Cancel	XF	
Inquiry	QV	
Test Inquiry	ZV	
Locate	LF	LOCATED VEHICLE
Clear	CF	

Caution Indicators

1. If it is desired that a stolen or felony vehicle be held for latent fingerprint examination, -P should be entered as part of the MKE; for example, EV-P would translate as STOLEN VEHICLE - HOLD FOR LATENTS and EF-P would translate as FELONY VEHICLE - HOLD FOR LATENTS.

2. If the occupant(s) of the vehicle in question is known to be armed, -A should be entered as part of the MKE; for example, EV-A would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED and EF-A would translate as FELONY VEHICLE - OCCUPANT(S) ARMED.

3. If a stolen or felony vehicle is to be held for latent fingerprint examination and the occupant(s) of the vehicle is known to be armed, -F should be entered as part of the MKE; for example, EV-F would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS, or EF-F would translate as FELONY VEHICLE- OCCUPANT(S) ARMED/HOLD FOR LATENTS.

Retention Period for Stolen Vehicle or Felony Vehicle

1. If a stolen vehicle record remains on file for 90 days and it does not contain a VIN or OAN, the record is retired. If a felony vehicle or vehicle subject to seizure record remains on file for 90 days, the record is retired.

2. Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus 4. Following this retention period, the records are retired. For example, a vehicle record entered in 2007 would be retired January 1, 2011.

3. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of the NCIC Operating manual or the File Transactions section of this manual.

Automatic Retirement

Vehicle File records will be retired ten days after they are located.

Stolen Vehicle Entries and the $.8. Program

An agency entering a record for a license plate registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a $.8. Program participant. Additional information on the $.8. Program can be found in the **Introduction** chapter of the **NCIC Operating Manual** under "**OTHER ADMINISTRATIVE MESSAGES.**"

Validations

Vehicle File records will be validated monthly; see the Validation Schedule listed in Section II (File Transactions).

Data Flow of Transactions into the VCIN and NCIC Files

1. When an agency enters or updates a Vehicle File record into the NCIC/VCIN systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transaction and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent.

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

Code	Field	Edits
CDE	Canadian Date Of Entry	Must be a valid Gregorian date (YYYYMMDD). Canadian Vehicle Index records only.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date. For felony vehicle records, the DOT represents the date a vehicle was used in the commission of a crime or the date a warrant of seizure was issued.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be V or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LIC	License Plate	Must not be the characters UNK, UNKN, or UNKNOWN Number. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC field must be the alphabetic N. If the license plate number exceeds ten characters only the last ten characters should be entered in the LIC field. The full plate number must be shown in the MIS field.
LIS	License Plate State	Must be a valid NCIC assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
LIT	License Plate Type	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*.

Code	Field	Edits
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the system.)
LKI	Linkage Agency Identifier	Must be a valid NCIC assigned ORI. The LKI and LKA cannot be identical to the ORI and OCA.
MIS	Miscellaneous	SVIN must be entered in MIS field if the VIN is a State-assigned or nonconforming 17-character VIN is entered into the OAN field.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V in the Vehicle File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen vehicle. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. The OAN cannot be identical to the VIN.

Code	Field	Edits
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC assigned ORI.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RRI	Recovering Agency Identifier	Must be a valid NCIC assigned ORI.
RPP	Reason for Property Record Removal	Must be a valid NCIC assigned code as listed in the Introduction chapter of NCIC manual or File Transaction section of this manual.
RSH	Related Search Hit	Must be Y or N.
VCO	Vehicle Color	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*. If two color codes are used, they must be separated by a slash (/).
VIC	VIC Number	A self-checking number consisting of nine numeric characters starting with a one "1" for the Vehicle File, which is automatically assigned by the VCIN computer to each accepted record.
VIN	Vehicle	Single zero only, run of zeros only, single alphabetic only, all Identification alphabetics only, or spaces, cannot be used. If state-assigned Number or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS field. If the vehicle identification number exceeds 20 characters, only the last 20 characters should be entered in the VIN field. The full VIN must then be shown in the MIS field. Cannot be identical to OAN.

Code	Field	Edits
VMA	Vehicle Make	For NCIC/VCIN messages, the VMA field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 6 through 24, positions 3 and/or 4 should be blanks (position 5 will always be blank if data is included in position 6 through 24). The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual.* If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ or ZZZZ. For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune	If VST is EB, EN or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes, for snowmobiles, motorcycles, or ATVs as listed in Vehicular Data Codes, *NCIC Code Manual.*
	(snowmobiles)	If VST is MV, the VMA code must be SPEC, ATV CYCL, or one of the approved VMA codes for snowmobiles or motor cycles listed in Vehicular Data Codes, *NCIC Code Manual*. If VMA code is ATV or SPEC, the VST must be EB, EN, MV or OP, and the name of the manufacturer must be entered in the MIS field.
VMO	Vehicle Model	Spaces, hyphens and symbols cannot be used. More information on VMO codes located in the Vehicular Data Codes section of the *NCIC Code Manual*.

Code	Field	Edits
		The only valid VMO codes for vehicles with VST codes EB, EN, MV or OP are (blank), CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, *NCIC Code Manual*, the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VOD	Vehicle Ownership Data	One alphabetic character (A, C, D, N or S) may be placed in a stolen vehicle record at time of entry only. This cannot be included in felony vehicle.
VST	Vehicle Style	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*. If the VMA code is ATV or SPEC then the VST must be OP, EB, EN or MV, and position 6 through 24 of the VMA field must contain the name of the manufacturer.
VLN	Name of Validator	Last name, first name middle initial of the validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Code	Field	Edits
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen vehicle which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.

AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the system purges a stolen vehicle record (except VMA = AERO), NCIC will automatically notify the National Insurance Crime Bureau (NICB) through a $.8. administrative message. If the VMA is AERO, NCIC will automatically notify the Department of Justice through a $.8. JUST/EPIC Aircraft administrative message. If a vehicle record has license data, a $.8. Out-of-State Notification will be sent automatically as necessary. Additional information on $.8. administrative messages can be found in the Introduction chapter of the NCIC manual.

INVESTIGATIVE INTEREST

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.

2. The Other Transactions chapter of the NCIC Operating Manual contains information regarding investigative interest supplemental records in NCIC files.

3. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records

Message Use

The "EV." message is utilized in entering data describing a stolen vehicle into the NCIC and VCIN data bases.

The "EF." message is utilized in entering data describing a vehicle used in a felony and a vehicle subject to seizure based on federal court order.

Format 253

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	ALPHABETIC *NCIC CODE MANUAL STATE & COUNTRY CODES*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	ALPHABETIC *NCIC CODE MANUAL VEHICLE CODES*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	MANDATORY	VYR	4-4	NUMERIC
VEHICLE MAKE	MANDATORY	VMA	2-24	CODE AS DEFINED IN *NCIC CODE MANUAL VEHICLE SECTION*
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC CODE MANUAL VEHICLE SECTION*
VEHICLE STYLE	MANDATORY	VST	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL VEHICLE SECTION*
VEHICLE COLOR	OPTIONAL	VCO	7-7	CODE AS DEFINED IN *NCIC CODE MANUAL VEHICLE SECTION*

DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFYING ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABTIC, NUMERIC
VEHICLE OWNERSHIP DATA	OPTIONAL	VOD	1-1	ALPHABETIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT	1-1	ALPHABETIC

Requirements Listed as Conditional or Optional Set

1. When entering a vehicle you must have at least one numeric identifier, LIC (with LIS, LIY, LIT), or VIN, or OAN.

2. When only of the fields “LIC,” “LIS,” “LIY,” or “LIT” are used, all four (4) fields must be used.

3. When either of the fields “LKI” or “LKA” is used, both must be used as a set.

4. When either of the fields “IMN” or “IMT” is used, both must be used.

MANDATORY FIELDS FOR ENTRY

1. MANDATORY FIELDS FOR STOLEN VEHICLE ENTRY

   The following fields are mandatory for a stolen vehicle record to be accepted in NCIC /VCIN MKE, ORI, VYR, VMA, VST, DOT, OCA, and at least one of the following numeric identifiers: LIC (in which case all license data fields must be used, i.e., LIC, LIS, LIY, LIT); VIN; or OAN.

2. MANDATORY FIELDS FOR FELONY VEHICLE ENTRY

   Felony vehicle record entries require the following fields: MKE, ORI, VMA, DOT, OCA, and at least one of the following numeric identifiers: VIN or LIC. Additional license data, i.e., LIS, LIY, and LIT, are not required in a felony vehicle entry but should be included if available.

Example: STOLEN VEHICLE ENTRY IN NCIC AND VCIN

EV.VAVSP01T1.FPX302.VA.2010.PC.12345678.1970.CHEV.IMP.2D.BLU.20071129.1234K

1129 00299 1421 HFS
VCIN REPLY
VAVSP01T1

***** ENTER STOLEN VEHICLE - RECORD ENTERED *****

MKE/STOLEN VEHICLE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
LIC/FPX302 VIN/12345678
OCA/1234K VIC/103286864
***** END OF RECORD *****

MRI 299 IN: HFS 125 AT 29NOV2007 14:21 OUT: HOWL 31 AT 29NOV2007 14:21

1129 00302 1423 HFS
NCIC REPLY
VAVSP01T1
NIC/V470054436 VIN/12345678
OCA/1234K
MRI 302 IN: HFS 127 AT 29NOV2007 14:22 OUT: HOWL 32 AT 29NOV2007 14:23

Example: FELONY VEHICLE ENTRY IN NCIC AND VCIN

EF.VAVSP01T1.302FPX.....CHEV....20071129.207-2489…ARMED ROBBERY ASHLAND

1203 00025 0808 HFS
VCIN REPLY
VAVSP01T1

***** ENTER FELONY VEHICLE - RECORD ENTERED *****

MKE/FELONY VEHICLE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
LIC/302FPX
OCA/207-2489 VIC/103286886
***** END OF RECORD *****

MRI 25 IN: HFS 10 AT 03DEC2007 08:08 OUT: HOWL 5 AT 03DEC2007 08:08

1203 00028 0808 HFS
NCIC REPLY
VAVSP01T1
NIC/V530055113 LIC/302FPX
OCA/207-2489

MRI 28 IN: HFS 12 AT 03DEC2007 08:08 OUT: HOWL 6 AT 03DEC2007 08:08

Additional Guidelines for Vehicle Entries

1. The agency entering the record must account for all fields in the Vehicle File record format. All available data should be entered when the original entry is made. If there is data known that does not fit into a specific data field, then the MIS Field should be used; however, the MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MV for a stolen vehicle or MKE/MF for a felony vehicle).

2. Information on a felony vehicle (a vehicle used in the commission of a crime) or a vehicle subject to seizure based on a federally-issued court order may be entered in file using MKE/EF.

    a. Partial license plate numbers must not be entered in the LIC field. This information and the fact that the number is a partial license plate number should be entered in the MIS Field.

    b. The DOT Field should contain either the date of the felony when the vehicle was used in the commission of a crime or the date a federal warrant of seizure was issued for a vehicle subject to seizure.

    c. When the information being entered in the felony vehicle record is for a vehicle subject to seizure, the fact that the vehicle is subject to federal seizure and the date the court order expires must be stated in the MIS Field. The expiration date should be shown as year, month, and day (YYYYMMDD). The MIS Field should read as follows:

        MIS/SUBJ TO SEIZURE-COURT ORDER EXPIRES YYYYMMDD

3. For NCIC/VCIN purposes, an assembled vehicle is one which is homemade or is rebuilt using components from different vehicles or is made from kits provided by a manufacturer for specialty cars and replicas. There are four ways to enter these vehicles in NCIC/VCIN depending on how the vehicle was assembled.

    a. When a vehicle is homemade and does not have a manufacturer-assigned VIN, the VMA Field code ASVE is used. When the code ASVE is used, the VMO Field must contain the code AV or REP. If a state issues or assigns a unique VIN to this type of vehicle, the state-assigned VIN should be entered in the OAN Field with SVIN as the first item in the MIS field. If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field.

    b. When a manufacturer-assigned VIN is present but no longer conforms to the rebuilt vehicle, the vehicle should be entered under its major make code, e.g., AMER, CHEV, FORD, etc., with the code AV in the VMO Field. For example, a salvaged Pontiac Bonneville rebuilt using as the VIN of a Pontiac Catalina would be entered as PONT.

    c. A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes. For example, a rebuilt Chevrolet Impala would be entered with VMA/CHEV and VMO/IMP.

    d. If the vehicle is assembled using a manufacturer's kit and the manufacturer's name is not displayed on the kit or assembled vehicle, no VMA code will be assigned by NCIC and entry should be as follows: VYR/year assembled, VMA/ASVE, VMO/AV or REP, and OAN/number under which titled.

e. If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field. The vehicle identification number under which the vehicle is titled should be entered into the OAN field and SVIN as the first item in the MIS Field.

(1) If the manufacturer's name is displayed on the kit, upon request to FBI CJIS staff, a VMA code will be assigned and entry should be as follows: VYR/(year assembled), VMA/(NCIC assigned VMA code), VMO/AV or REP, and OAN/ (number under which vehicle is titled) and SVIN as the first item in the MIS Field.

(2) If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field.

4. Vehicles that have two identifying numbers, e.g., motorcycles which have a VIN and an engine number, should be entered by placing the VIN in the VIN Field and the additional identifying number in the OAN Field. If the additional identifier is placed in the OAN Field and is not an OAN, the number should be described in the MIS Field, e.g., OAN IS ENGN NO.

5. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. When a truck-mounted camper is not serialized, only the truck should be entered with data in the MIS Field describing the camper and indicating that it was mounted on the truck at the time of theft. A camping trailer should be entered in the Vehicle File as a base trailer (EV) record.

6. When entering Virginia Special Interest Group type of license plates (Board of Corrections, Game and Inland Fisheries Commission, Fire Services Board, Street Rod, etc.) see Tags section of manual.

7. License number should be used to access DMV files to ascertain VIN. In cases where VIN is unknown or not immediately available, entry may be made by using license number information. The missing VIN should be added as soon as it is known by use of a "modify" message. Records not containing VIN will be purged in 90 days.

8. LICENSE PLATE NUMBER (LIC)

a. Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instance, when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the CTA in the state of registry.

b. If the license plate number exceeds ten characters, only the last ten should be entered. The entire number must be shown in the MIS Field. Partial license plate numbers must not be entered.

c. Where one character appears over another, the top character should be entered first, immediately followed by the bottom character, that is, A enter as AB.
B

d. When entering Virginia Special Interest Group type of license plates (Board of Corrections, Game and Inland Fisheries Commission, Fire Services Board, Street Rod, etc.) see Tags section of manual.

e. License Plate Number Data for Vehicles Other Than Automobiles:

(1) U.S. Military Vehicles: These vehicles are externally identifiable by an alphanumeric registration number displayed on the vehicle. This number should be used as the license plate number when no license plate is displayed.

(2) Civilian Aircraft: The aircraft registration number including all alphanumeric characters should be entered. The registration number usually appears on each side of the rear section of the fuselage or on the vertical fin (vertical part of the tail assembly) of civilian aircraft. The registration number of aircraft registered in the United States is commonly referred to as the N number since the alphabetic N must be the first character in all U.S.-issued registration numbers. Registration numbers of foreign civilian aircraft may consist of all alphabetics. For example, CF-TVU denotes civil aircraft of Canadian registry.

(3) Military Aircraft: U.S. Military aircraft registration numbers usually appear on the vertical fin of the tail assembly. Verification of the correct number to be used as the registration number of any military aircraft being entered should be made with the military representative reporting the theft. (Squadron, group, or military type designators such as VF-142, F-111A, etc., should be entered in the MIS Field.)

(4) All-Terrain Vehicles and Snowmobiles: The license plate or registration number should be entered. A registration number should be entered only in instances where the required place of display provides identification of the snowmobile or all-terrain vehicle when viewed from the outside.

9. LICENSE PLATE STATE (LIS)

a. The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS Field. The codes listed in State and Country Codes, *NCIC Code Manual*, are the only codes approved for use in the LIS Field.

b. Military Vehicles and Other U.S. Government Vehicles: The code US for the license plate of U.S. Military vehicles and vehicles with plates displaying the inscription "U.S. Government" should be entered.

c. Aircraft: For United States aircraft, the code US should be entered in the LIS Field. For foreign aircraft, the appropriate code from the country code listing in State and Country Codes, *NCIC Code Manual*, should be entered.

10. LICENSE PLATE YEAR OF EXPIRATION (LIY)

a. The highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Nonexpiring license plates should be entered by using LIY/NX. License plates that are expired may be entered in a vehicle record.

b. In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, the highest year in which the license plate is valid as indicated on the registration document should be entered. NX should be entered to indicate a nonexpiring license plate when all of the following conditions exist:

(1) No year sticker is attached to the plate or windshield.

(2) No year is embossed on the plate.

(3) The plate number is never reissued.

(4) The registration supporting the plate indicates no expiration; for example, U.S. Government, U.S. Military, and some state, county, and municipal vehicle plates are nonexpiring.

c. In those instances where there is no license plate and the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (e.g., registration number painted on an airplane or affixed by a decal), the highest year for which the registration number is valid as indicated on the registration document for that vehicle should be entered.

d. Civilian aircraft registered in the United States by the Federal Aviation Administration are issued registration certificates that are permanent and must be entered in NCIC/VCIN with LIY/NX.

11. LICENSE PLATE TYPE (LIT)

For NCIC purposes, motor vehicle license plate types are coded as 1) regular passenger car plates or 2) special plates. Only codes as listed in Vehicular Data Codes, *NCIC Code Manual*, are acceptable for entry in the LIT Field.

12. VEHICLE IDENTIFICATION NUMBER (VIN)

a. The complete identification number of the vehicle should be placed in the VIN Field.

(1) The NCIC VIN search method uses the rightmost eight characters of the VIN. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake may have been made in either the entry or inquiry. When VINs have less than eight characters, the System will search only those characters.

(2) Entries of model year 1981 or later vehicle records with 17-character VINs will be edited by NCIC as follows: the ninth position (check digit) must conform to the check-digit formula and the tenth position (vehicle year) must represent the Vehicle Year Field of the record.

(3) Records for 1981 or later vehicles manufactured with nonconforming 17-character VINs (as supported by the manufacturers' certificates of origin) may be entered using the OAN Field for the nonconforming VINs. Place the word SVIN as the first item in the MIS Field.

(4) For stolen automobiles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the OAN Field. Place the word SVIN as the first item in the MIS Field.

b. 1970 through 1980 Ford, Lincoln, and Mercury VINs

As illustrated in the *National Crime Insurance Bureau* (NICB) *Manual*, 1970 through 1980, the VIN plate which is affixed to Ford, Lincoln, and Mercury automobiles has one script letter F preceding and following the 11-character alphanumeric VIN. The VIN of some 1977 Ford Mustang, Ford Pinto, and Mercury Bobcat models is preceded and followed by two script letter Fs. These script letter Fs are not part of the VIN and should not be used in any transaction.

c. Motorcycle VINs

(1) With few exceptions, motorcycles display a frame VIN on the head- stock. Prior to 1981, most manufacturers configured this number to include a model designator followed by a sequential production number. Records should be entered into NCIC using the **complete** frame number as the VIN.

(2) Additionally, most manufacturers place a serial number on the engine case. If this engine serial number is not the same as the frame VIN, the information should be entered in the OAN Field with a notation in the MIS field that the OAN is the engine number.

(3) Other available descriptive data, such as the manufacturer's model number and/or name, cubic centimeters, accessories, etc., should be entered in the MIS Field since this additional information assists in making a positive identification. These data should be entered in ordinary and easily readable, abbreviated language.

d. 1972-1980 VIN Field Edits

(1) VIN edits for vehicle years 1972 through 1980 apply to the following makes:

American Motors	Dodge	Oldsmobile
Buick	Ford	Plymouth
Cadillac	Imperial	Pontiac
Chevrolet	Lincoln	Volkswagen
Chrysler	Mercury	

(2) Users should be aware that any records entered for the above-listed 1972-1980 makes are considered automobiles unless the VMO Field contains the code CE (construction equipment), FE (farm equipment), TK (truck), or TL (trailer). For this reason, users should enter VMO/TK into records for 1972-1980 light-duty trucks containing the VMA code for any of the manufacturers listed above. Entering other NCIC VMO Codes assigned for trucks will subject those records to automobile edits.

(3) The *National Insurance Crime Bureau Passenger Vehicle Identification Manual* contains VIN construction information, which may be of assistance to users.

e. 1981 Through Current Year VIN Field Edits

(1) Beginning with the 1981 model year, the Federal Motor Vehicle Safety Standards of the National Highway Traffic Safety Administration (NHTSA) has required manufacturers to place 17-character VINs on all on-the-road vehicles. On-the-road vehicles are those vehicles which are licensed and registered for highway use and include passenger vehicles, trucks, buses, trailers, motorcycles, and incomplete vehicles. An incomplete vehicle means a minimum assemblage of frame and chassis structure, power train, steering system, suspension system, and braking system which requires further manufacturing and is intended to be part of a complete licensed and registered vehicle.

(2) There are some instances when certain motorcycles and trailer manufacturers have not complied with the NHTSA standards for the 17-character VIN requirement. NCIC does not edit VINs for vehicles manufactured after 1981 with less than 17 characters.

(3) An automatic calculation of the check digit is performed in accordance with the formula set forth below for 1981 through current year VIN entries and modifications consisting of 17 characters, excluding those with VMA Field codes AERO, ATV, COEQ, FARM, SNOW, and SPEC, and those with VMO Field codes CE and FE regardless of VMA. The check digit for motorcycles is edited only if the VMO Field code is CYL and the VST Field code is MC and 17 characters of the VIN are entered. The following VST codes are excluded from the check-digit edit: MB, MD, MK, MS, and MY.

Check Digit Formula

The check digit will always be the ninth character in the VIN. Each numeric in the VIN is assigned its actual mathematical value and each alphabetic is assigned the value specified for it in Table 1.

Table 1

A = 1	J = 1	T = 3
B = 2	K= 2	U = 4
C = 3	L = 3	V = 5
D = 4	M= 4	W= 6
E = 5	N = 5	X = 7
F = 6	P = 7	Y = 8
G = 7	R = 9	Z = 9
H = 8	S = 2	

The assigned value for each character in the VIN should be multiplied by the weight factor specified for it in Table 2.

Table 2

1st = 8	7th = 2	13th = 6
2nd = 7	8th = 10	14th = 5
3rd = 6	9th = 0 (check digit)	15th = 4
4th = 5	10th = 9	16th = 3
5th = 4	11th = 8	17th = 2
6th = 3	12th = 7	

The resulting products should then be added and the total divided by 11.

The remainder is the check digit. If the remainder is 10, the check digit is X.

Example:

VIN characters:	1 G 4 A H 5 9 H 9 H G 1 1 8 3 4 1
Assigned values:	1 7 4 1 8 5 9 8 9 8 7 1 1 8 3 4 1
Multipled by:	8 7 6 5 4 3 2 10 0 9 8 7 6 5 4 3 2
Added:	8+49+24+5+32+15+18+80+0+72+56+7+6+40+12+12+2 = 438
Divided:	438/11 = 39 9/11
Check digit:	9 (compare to character in 9th position)

f. VIN Field Edits for 1981 and Later Automobiles

(1) The NCIC search method uses the rightmost eight characters of VINs that exceed eight characters in length. These characters include the assembly plant code, the model year code, and the six-character sequential product number. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake has been made in either the entry or inquiry. VINs of less than eight characters will be searched only by those characters.

(2) NCIC edits the VIN of vehicles beginning with the model year 1981 in all entry and modification transactions. This is done by examination of the VIN's ninth (check digit) and tenth (vehicle year) positions. The check digit must conform to the formula found in this chapter. The tenth position designates the vehicle year and is represented by either a letter or a number. Vehicle years and their corresponding letter or number are shown in the table below. It should be noted that the letters I, O, Q, U, and Z are not used.

Position	**Symbol**	**Year**	**Edit Requires**	**Position**	**Symbol**	**Year**	**Edit Requires**
Ninth	Check Digit	81-00	Use either numeric or the letter X.				
Tenth	Model Year	81*	The letter B.	Tenth	Model Year	99	The letter X.
		82	The letter C.			2000	The letter Y.
		83	The letter D.			2001	The numeric 1.
		84	The letter E.			2002	The numeric 2
		85	The letter F.			2003	The numeric 3.
		86	The letter G.			2004	The numeric 4.
		87	The letter H.			2005	The numeric 5.
		88	The letter J.			2006	The numeric 6.
		89	The letter K.			2007	The numeric 7.
		90	The letter L.			2008	The numeric 8.
		91	The letter M.			2009	The numeric 9.
		92	The letter N.			2010	The letter A.
		93	The letter P			2011	The letter B.
		94	The letter R.			2012	The letter C.
		95	The letter S.			2013	The letter D
		96	The letter T.			2014	The letter E
		97	The letter V.			2015	The letter F
		98	The letter W.			2016	The letter G

*Position 10 denotes the model year. Each year is represented by a character as shown in the edit column.

(3) For inquiry transactions that contain a 17-character VIN, the check- digit edit will be performed. Matching record(s) are provided. However, if the VIN does not conform with the edit, a caveat is also returned advising that the VIN may contain erroneous data. For example, an inquiry on VIN/12345678901234567 may return a positive or negative response as well as the following:

***VERIFY VIN/ 12345678901234567; IT DOES NOT CONFORM TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.

(4) Some 1980 model year VINs will also be included in this edit procedure as the vehicle year is not included in the inquiry and some manufacturers produced vehicles with 17-character VINs prior to the 1981 standards.

13. VEHICLE YEAR (VYR)

The VYR must represent the production (model) year during which the vehicle was manufactured. If the year of manufacture is unknown, the entering agency may get this information through a motor vehicle registry check. In instances where a vehicle is not registered and the year of manufacture is unknown, e.g., for a minibike, snowmobile, or assembled or homemade vehicle, the vehicle year should be estimated and the wording VYR/ESTIMATED should be placed in the MIS Field.

14. VEHICLE MAKE (VMA)

a Automobile VMA codes are listed in Vehicular Data Codes, NCIC Code Manual. If an automobile make is not listed, the FBI CJIS staff can be contacted at 304-625-3000 for valid code assignment.

b. Every assembled automobile that does not have a manufacturer-assigned VIN must be coded VMA/ASVE. An assembled automobile is one which is homemade or is rebuilt using components from different vehicles or from kits provided by a manufacturer for specialty cars and replicas.

c. Manufacturer-assembled replica cars and kits having a manufacturer- assigned VIN must be assigned a unique VMA code, providing the name of the manufacturer is displayed on the assembled vehicle or kit. Users should enter these vehicles as follows: VYR/ (year assembled), VMA/ (NCIC assigned VMA code), VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/ (number under which titled) and place SVIN as the first item in the MIS Field. If an entry must be made prior to NCIC assigning a VMA code, the code ASVE must be entered in the VMA Field, and the complete manufacturer's name must be included in the MIS Field. If the manufacturer's name is not displayed on the vehicle or kit, no VMA will be assigned and entry must be as follows: VYR/ (year assembled), VMA/ASVE, VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/ (number under which titled).

d. Every aircraft make must be coded AERO, and the known manufacturer's name should be entered in positions 6 through 24 of the VMA Field.

e. An all-terrain vehicle (ATV) is a vehicle that is designed to be driven over rough, difficult terrain including mud, sand, snow, rocks, etc., and does not fit into any other NCIC vehicle category. An ATV may be used for both recreational and work-related purposes; however, items such as bulldozers, which are clearly construction equipment, should be coded as such. ATVs should be entered with the motorcycle VMA code listed in the *NCIC Code Manual*, the VMO code CYL, and VST code MV. If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 6 through 24 of the VMA Field.

f. Construction equipment VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a construction equipment make is not listed, the code COEQ must be entered in the VMA Field. The make of the construction equipment should be entered in positions 6 through 24 of the VMA Field.

g. The make code for every dune buggy, go-cart, golf cart, motorized wheelchair, and motorized ride-on toy must be SPEC. The make of the dune buggy, go-cart, golf cart, motorized wheelchair, or motorized ride-on toy must be entered in positions 6 through 24 of the VMA Field.

h. Farm and garden equipment VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a farm or garden equipment make is not listed, the code FARM must be entered in the VMA Field. The make of the farm or garden equipment should be entered in positions 6 through 24 of the VMA Field.

i. Motorcycle VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a motorcycle make is not listed, the code CYCL must be entered in the VMA Field, and the manufacturer's name must be entered in positions 6 through 24 of the VMA Field.

j. If a motorcycle is homemade, (built from commercial, homemade, or altered parts that are personalized or customized), the code HOMD must be entered in the VMA Field.

k. If a motorcycle is reconstructed, (assembled from parts or various similar vehicles and the parts are not altered or customized), the code RECO must be entered in the VMA Field.

l. Snowmobile VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a snowmobile make is not listed, the code SNOW must be entered in the VMA Field. The make of the snowmobile must be entered in positions 6 through 24 of the VMA Field.

m. Trailer VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a trailer make is not listed, the code TRLR must be entered in the VMA Field. The make of the trailer must be entered in positions 6 through 24 of the VMA Field. If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

n. Truck VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a truck (including bus, motorized home, etc.) make is not listed, the code TRUK must be entered in the VMA Field. The make of the truck must be entered in positions 6 through 24 of the VMA Field. A reconstructed motor home must be entered with the code REMH in the VMA Field. A reconstructed motor home is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

15. VEHICLE MODEL (VMO)

The appropriate code for automobile, assembled automobile, aircraft, all-terrain vehicle, construction equipment, farm and garden equipment, dune buggy, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VMO Field of a stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC Code Manual*, are the only codes approved for use in the VMO Field.

16. VEHICLE STYLE (VST)

The appropriate code for the automobile, aircraft, all-terrain vehicle, construction equipment, dune buggy, farm and garden equipment, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VST Field of the stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC Code Manual*, are the only codes approved for use in the VST Field.

17. VEHICLE COLOR (VCO)

a. The vehicle color code entered in the VCO Field of a stolen vehicle entry must be a valid code as listed in Vehicular Data Codes, *NCIC Code Manual*.

b. When a vehicle of two colors is described, the colors should be coded in the order of top to bottom or front to rear; for example, VCO/RED/WHI.

c. When a vehicle of more than two colors is described, the code for multi-colored should be entered in the VCO Field and the actual colors listed in the MIS Field; for example, VCO/MUL/COL and MIS/VCO/RED/ WHI/BLU, MIS/VCO/RAINBOW COLORS, or MIS/VCO/SEASHORE SCENE.

18. MISCELLANEOUS (MIS) DATA

a. License plate numbers exceeding ten characters must be shown completely in the MIS Field. The last ten characters of the plate number must be entered in the LIC Field.

b. In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match, the hyphenated plate number must be shown in the MIS Field; for example, plate number 1-1568 would be matched with plate number 11-568. License plate numbers containing a symbol may be entered according to the following guidelines:

(1) When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol.

(2) When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.

c. VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.

d. The model number and/or model name (usually contained on the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field, and any additional descriptive information, which might aid in identification, should be entered in easily readable, abbreviated language.

e. With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.

f. In instances where a vehicle is not registered and the VYR is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and VYR-ESTIMATED should be placed in the MIS Field.

g. When the VIN field number is left blank and the investigating agency has entered a nonconforming 17-character VIN or state-assigned serial number into the OAN Field, the entering agency must place the word SVIN as the first item in the MIS Field.

h. **State Police Only:** The code number of the investigating sworn employee must be entered as the first four characters of the miscellaneous field. When entries are made using the OAN field, the first four characters in the miscellaneous field will be SVIN followed by the code number.

19. OWNER-APPLIED NUMBER (OAN)

a. The OAN Field is a 20-character searchable field. If the record entry also contains a VIN, it cannot be the same as the OAN.

b In a stolen vehicle record, the OAN Field should be used to enter a state- assigned or nonconforming 17-character VIN leaving the VIN Field blank.

c. The OAN Field can also be used when the stolen vehicle has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a VIN. An OAN is not permitted in a felony vehicle entry.

20. VEHICLE OWNERSHIP DATA (VOD) IN THE STOLEN VEHICLE ENTRY

The VOD Field is a one-character field reserved to show NICB interest in a stolen vehicle entry. Upon receiving authorization from NICB, a law enforcement agency may use the VOD Field with the appropriate one-character alphabetic code (A, C, D, N, or S) when making an EV. If a law enforcement agency does not receive authorization to use this field at the time of entry, only NICB may enter the appropriate code in this field by using a modify message. The alphabetic characters A, C, D, N, and S, which represents NICB Division locations in the United States, will be translated in stolen vehicle positive responses as follows:

A	-GANICBAOO	INTEREST	(Atlanta, Georgia)
C	-ILNICBCOO	INTEREST	(Chicago, Illinois)
D	-TXNICBDOO	INTEREST	(Dallas, Texas)
N	-NYNICBNOO	INTEREST	(New York, New York)
S	-CANICBSOO	INTEREST	(San Francisco, California)

A felony vehicle record entry must not include vehicle ownership data, as this will cause the entry to be rejected.

21. IMAGE DATA (IMN AND IMT)

a. A Vehicle File record can be entered with an IMN and IMT corresponding to a generic image on file. The user can query the Image File to determine if a generic image with the same VMA, VMO, VST, and VYR is stored in the system. The IMN and IMT returned in the response can be included in the entry transaction.

b. The IMN must begin with an I and the IMT must be V. If the Image Type is not V, the message will be rejected as a field error. NCIC will verify that the generic image is an active record in the System.

22. LINKAGE DATA (LKA AND LKI)

a. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which does not share the ORI and OCA of records associated with the same incident can enter the ORI and OCA of the associated records in the LKI and LKA Fields.

b. In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields.

23. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.

Message Use

The "MV." message is utilized to add data to, delete data from, or change a portion of data, which is a part of an active stolen vehicle record.

The "MF." message is utilized to add data to, delete data from, or change a portion of data, which is a part of an active felony vehicle record.

Format 256 and 257

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC,
ANY FIELD(S) FROM ENTRY TRANSACTION				

Requirements Listed as Conditional

1. Record to be modified must be identified with the “LIC” field or the “VIN” field along with the “VIC” and “OCA” fields.

2. When record was entered with only an owner-applied number (OAN), the record must be modified-by entering the number from the OAN field with the field code of VIN followed by the VIC and OCA.

Example: Modify Stolen Vehicle

MV.VAVSP01T1.VIN/12345678.VIC/103286864.OCA/1234K.VCO/GRN

1129 00312 1427 HFS
VCIN REPLY
VAVSP01T1

VIN/12345678.VIC/103286864.OCA/1234K.VCO/GRN.

***** MODIFY STOLEN VEHICLE - RECORD MODIFIED *****

MKE/STOLEN VEHICLE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
LIC/FPX302 VIN/12345678
OCA/1234K VIC/103286864 NIC/V470054436
***** END OF RECORD *****

MRI 312 IN: HFS 133 AT 29NOV2007 14:27 OUT: HOWL 34 AT 29NOV2007 14:27

1129 00315 1428 HFS
NCIC REPLY
VAVSP01T1
MODIFY VIN/12345678

MRI 315 IN: HFS 135 AT 29NOV2007 14:28 OUT: HOWL 35 AT 29NOV2007 14:28

Example: Modify Felony Vehicle

MF.VAVSP01T1.LIC/302FPX.VIC/103286886.OCA/TEST-1.VMA/PONT

1114 59767 0857
VCIN REPLY

VAVSP01T1

VEHICLE MODIFIED 2002/11/14
VIC/102442665 OCA/202-2489
VMA/PONT VYR/1970
LIC/FPX302
MODIFY SENT TO NCIC
MRI 59771 IN: UNQ1 17362 AT 14NOV2002 08:57 OUT: HOWL 10 AT 14NOV2002 08:57
1114 59767 0857
NCIC REPLY

VAVSP01T1
MODIFY LIC/FPX302

MRI 59774 IN: NC2S 5683 AT 14NOV2002 08:57 OUT: HOWL 11 AT 14NOV2002 08:57

Additional Guidelines for Modifying the Vehicle file

1. To delete data, the field code is followed by a slash, then a period. Example: MV.VAVSP0000.VIN/12345678.VIC/100012345.OCA/1234M. LIC/.LIS/.LIY/.LIT/.

    a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

DMV Disclosure Information

1. Under Section §2.2-3806 *Code of Virginia*, the Department of Motor Vehicles is authorized to release all inquiries made against the driver or registration files to the person of record or his/her representative upon request.

2. To prevent unwanted disclosure of criminal investigation inquiries, the message field code of "PUR" should be used when conducting DMV vehicle file queries: QV and QVN.

    a. When obtaining DMV information as part of a criminal investigation, enter a "C" for criminal investigation. Then no disclosure of the inquiry shall be made to the person of record or his/her representative as provided for in §2.2-3806 A (3) c of the *Code of Virginia*.

    b. If the DMV inquiry is for purpose other than a criminal investigation or where the function in which disclosure of the inquiry would not jeopardize a criminal investigation. Leave the field blank when you are using formatted screens or leave the "PUR" off if you are typing the format. When the field is omitted or left blank, the inquiry will be logged at DMV as traffic/administrative inquiry and disclosure will be made upon request.

Message Use

The "QVN" affords VCIN users the ability to search the registration files at the Department of Motor Vehicles for any vehicles registered in Virginia to any person.

Format 205

QVN.ORI.NAM.PUR or QVN.ORI.SOC.PUR

(Maximum of 35 characters in name field and 12 characters for SOC field. The SOC field is the operator's license number; either the social security or DMV assigned number.)

Example: (**Negative Response**)

QVN.VAVSP0000.NAM/WILDS,JACK,THOMAS

057 62945 1500
DMV REPLY

QVN.VAVSP0000.NAM/WILDS,JACK,THOMAS

END OF NAME GROUP
MRI 254365 IN: DR01 24545 AT 17MAY99 12:29:15 OUT: HOWL 6 AT 17MAY99 12:29:15

This type of response indicates that there are no vehicles registered to the name as queried.

Additional Guidelines:

1. If the inquiry is for a criminal investigation, use PUR/C at the end of your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off.

2. The name used in the query will result in positive responses on that name and any other joint ownership involving the queried name.

3. The name search of the file is restricted to the first seven letters of the last name, the first three letters of the first name, and the first two letters of the middle name. Therefore, positive responses may be received on names other than the one queried. (Max. 35 characters)

4. When the vehicle is registered to a company name, the computer will search the first 10 characters of the name of the company. Example: NAM/MCLEAN TRUCKING CO. (MAX. 45 CHARACTERS)

5. For the computer to include the middle name in the search, you must include a comma between the first and middle name.

QVN. (Cont.)
Example: (**Positive Response**)

QVN.VAVSP0000.NAM/DOE,JOHN,LARRY

0209 49808 1007
DMV REPLY

QVN.VAVSP00H1.NAM/DOE,JOHN,LARRY

LIC/AAB1940.LIY/1998/05.
JOHN LARRY DOE
CUST ADDR: 10012 DEER RUN CT
CHESTERFIELD VA 23832
VIN/1G2AF51R9HT285988. VYR/1995. VMA/OLDS. VEH DISP/.
VST/4D SDN. SOC/227883198. TTL/39286211.
*EXP/2004/03/31.REG STATUS/ACTIVE VEH USE/PRIVATE
CUR VCO/WHI.ORI VCO/WHI. DP/.
INTERLOCK/.VOA/.VOAT/.

LIC/ZZL423.LIY/1996/10.
JOHNNY LARRY DOE
CUST ADDR: 22B 3 BRAMBLETON AVE
NORFOLK VA 23510
VIN/4P37Y7H581112. VYR/1977. VMA/BUIC. VEH DISP/.
VST/4D SDN. SOC/227136652. TTL/44252631.
CUR VCO/MAR.ORI VCO/MAR. DP/.
INTERLOCK/.VOA/.VOAT/.

LIC/JOHN72.LIY/1999/06.
JOHN LAWRENCE DOE
CUST ADDR: RT 1 BOX 153A
ROANOKE VA 24120
VIN/1X27H2W127616. VYR/1972. VMA/CHEV. VEH DISP/SOLD.
VST/4D SDN. SOC/224122033. TTL/47744463.
CUR VCO/TAN.ORI VCO/MAR. DP/.
INTERLOCK/.VOA/.VOAT/.

MRI 254365 IN: DR01 24545 AT 09FEB99 12:29:15 OUT: HOWL 6 AT 09FEB99 12:29:15

If there are vehicles registered in the queried name as many as three vehicles will be returned in one group. However, if the "END OF NAME GROUP" does not appear, this indicates that additional vehicles are on file for this name. To access these additional names, make another inquiry on the original name and include in the query format the social security number (SOC) and title number (TTL) of the third vehicle in the previous group. This procedure may be repeated until the desired vehicle is found or the "END OF NAME GROUP" appears.

Example: (Search for additional vehicles)

QVN.VAVSP0000.NAM/DOE,JOHN,LARRY.SOC/224122033.TTL/43268340

Message Use

The “QP” affords VCIN users the ability to search the Department of Motor Vehicle files for Handicapped Parking Permit registration information.

Format # 458

QP.ORI.HCP

HCP = Serial number of the parking permit

Example:

QP.VAVSP00H1.HCP/P15151515

0501 30099 1616
DMV REPLY

QP.VAVSP00H1.HCP/P15151515

RICHMOND,VIRGINIA,ANN
2300 W BROAD ST
RICHMOND,VA 23220
SOC/224625691 DOB/1923/03/11 SEX/ F
PERMIT-NO/P15151515
PERMIT-TYPE/PERMANENT ISSUE-TYPE/ ORIGINAL
ISSUE DATE/ 1999/05/16 EXPIRE DATE/ 2003/05/16
*
*
** NOTICE **
INFORMATION OBTAINED FROM VCIN MAY BE USED FOR
CRIMINAL JUSTICE PURPOSES ONLY.
MRI 254365 IN: DR01 24545 AT 01MAY99 12:29:15 OUT: HOWL 6 AT 01MAY99 12:29:15

Additional Guidelines:

1. The handicapped parking permit number will start with a P, T, or I followed by eight (8) numeric characters.

2. If the license to park in a handicapped parking space has been suspended due to abuse, the following message will be returned from DMV:

   "HANDICAPPED PARKING PRIVILEGE SUSPENDED"

Message Use

The "QV" Affords VCIN users the ability to search the registration files at the Department of Motor Vehicles for vehicle **registration** and **lien** information using LLC instead of LIC and VLN instead of VIN.

Format 260 and 261

QV.ORI.LLC.LIS.LIY.LIT.PUR OR QV.ORI.VLN.PUR

Where: LLC = License Number
VLN = Vehicle Identification Number (VIN)

Example:

QV.VAVSP0000.LLC/VZA988.LIS/VA.LIY/.LIT/PC

0209 13710 1037
DMV REPLY

QV.VAVSP00H1.LLC/AAB4819.LIS/VA.LIT/PC

LIC/AAB4819.LIY/1999/05.ISS/1992/08/17.
JOHN LEROY JONES
CUST ADDR: 10012 PINE CT
CHESTERFIELD VA 23832
VIN/1G3AJ55M3S6456711. VYR/1995. VMA/OLDS. VEH DISP/.
VST/4D. SSN/T69813266 .
*EXP/1999/05/31. WGT/2997. REG STATUS/ACTIVE. PLT STATUS/ RENEWAL..LIEN.
FIPS/041. VEH USE/PRIVATE...CUR VCO/.ORI VCO/.
1
CENTRAL FIDELITY BANK
PO BOX K181
RICHMOND VA 23288

Additional Guidelines:

1. If the inquiry is for a criminal investigation use PUR/C at the end of your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off.

2. The lien information will only give you lien holder at the time vehicle was titled and not the amount of lien.

3. You will not receive a wanted check with this format.

Message Use

The "QV" affords VCIN users the ability to search the Department of Motor Vehicles files for **Vehicle Dealer information**, (name, address, dealer certificate number).

Format 262 = Inquiry by Dealer's Name.

QV.ORI.DNM.PUR

Where: DNM = Dealer Name.

Format 264 = Inquiry by Dealer Certificate Number.

QV.ORI.DCT.PUR

Where: DCT = Dealer Certificate Number.

Example: Inquiry by Dealer's Name

QV.VAVSP0000.DNM/ CHESTERFIELD DODGE

0207 98522 1333
DMV REPLY

QV.VAVSP00H1.DNM/CHESTERFIELD DODGE

JTW ENTERPRISES INC
CHESTERFIELD DODGE
11701 MIDLOTHIAN PIKE
MIDLOTHIAN VA 23113
CHESTERFIELD DODGE 008240$ **Note**: The 008240 is the dealership owner's number and cannot be inquired on.
** NOTICE **
INFORMATION OBTAINED FROM VCIN MAY BE USED FOR
CRIMINAL JUSTICE PURPOSES ONLY.
MRI 98523 IN: VSP549 1441 AT 07FEB2003 13:33 OUT: HOWL 3 AT 07FEB2003 13:33

Example: Inquiry by Dealer's Number

QV.VAVSP0000.DCT/00001

0207 02471 1349
DMV REPLY

QV.VAVSP0000.DCT/00001

RICHMOND MOTOR COMPANY INC 000001
RICHMOND FORD
4600 WEST BROAD STREET
RICHMOND VA 23230

MRI 102473 IN: VSP551 2728 AT 07FEB2003 13:49 OUT: HOWL 6 AT 07FEB2003 13:4

Additional Guidelines:

1. If the inquiry is for a criminal investigation, use PUR/C at the end of your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off.

2. The company name must be inquired on exactly the same way it is registered in the DMV Dealer file to receive a positive response.

3. To inquire by dealer certificate number; the number must be six digits, if the number shown is less than six digits, add zeros in front of the certificate number.

4. The inquiry on the certificate number will furnish the name, address, and certificate number to which that dealer certificate is assigned.

Message Use

The "QV" affords VCIN users the capability of searching VCIN, CPIC, and NCIC and/or VCIN files for **wanted** information in the following files: Vehicle, License Plates, Wanted/Missing Persons, Foreign Fugitive, Protection Order, Gang/Terrorist, Deported Felon, and U. S. Secret Service Protective Files provided a vehicle was part of the entry record. Inquiry by Virginia License Plate will search the Virginia DMV files for registration. **For registration on out of state license plates or VINs, see NLETS section of this manual.**

Formats 200 & 202 Omit the LIY field for current registration except for Dealer & 30 day tags

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL STATE & COUNTRY CODES
LICENSE PLATE YEAR	CONDITIONAL SET	LIY	4-4	ALPHABETIC, NUMERIC
LICENSE PLATE TYPE	MANDATORY	LIT	2-2	ALPHABETIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
PURPOSE CODE	CONDITIONAL	PUR	1-1	*USE CODE "C" ON ALL CRIMINAL INVESTIGATIONS*
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

Requirements Listed as Conditional or Conditional Set

1. When LIC is used, the LIS and LIT must be used. If you desire other than current Virginia registration, you must also use the LIY field.

2. The files may be inquired on by LIC, VIN, NIC, or VIC numbers.

Restriction on Use of DMV Information

Registration information is for criminal justice use only. Non-criminal justice agencies or persons must obtain information from DMV. This restriction does not prohibit a police officer from furnishing vehicle registration information to a towing or storage service when the service is towing or storing the vehicle at the direction of the officer.

QV.VAVSP0000.LIC/FPX302.LIS/VA.LIT/PC

Example:

1203 33563 1339
DMV REPLY

QV.VAVSP00H1.LIC/FPX302.LIS/VA.LIT/PC

LIC/FPX302.LIY/2008/01.ISS/1984/07/09.
STATE POLICE TEST RECORD
CUST ADDR: DO NOT CHANGE THIS RECORD
MECHANICSVILLE VA 23116
VEH ADDR: 2300 WEST BROAD STREET
RICHMOND VA 23269
VIN/TESTING0399. VYR/1977. VMA/CHEV. VEH DISP/.
VST/2D. SSN/D16700000502 .
*EXP/2008/01/31. WGT/3200. REG STATUS/INACTIVE. PLT STATUS/ RENEWAL ..LIEN.
FIPS/000. VEH USE/PRIVATE..SPEC/RENTAL..CUR VCO/BLK.ORI VCO/BLK. DP/.
INTERLOCK/.
VOA/.VOAT/.

MRI 233563 IN: VSP544 23044 AT 03DEC2007 13:39 OUT: HOWL 14 AT 03DEC2007 13:39

1203 00298 1327 HFS
VCIN REPLY
VAVSP00H1
RTYPE/HIT

MKE/STOLEN VEHICLE
NOTICE/THIS RECORD SHOULD ONLY BE USED FOR INVESTIGATIVE PURPOSES
LIC/FPX302 LIS/VA LIY/2010 LIT/PC
VIN/12345678 VYR/1970
VMA/CHEV VMO/IMP VST/2D VCO/GRN
DOT/20071129
VIC/103286864 OCA/1234K NIC/V470054436
DTE/20071129 DTM/20071129
** END OF RECORD - CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
MRI 298 IN: HFS 136 AT 03DEC2007 13:27 OUT: HOWL 60 AT 03DEC2007 13:33

1203 00299 1333
NCIC REPLY

VAVSP00H1

MKE/STOLEN VEHICLE
ORI/VAVSP01T1 LIC/FPX302 LIS/VA LIY/2010 LIT/PC
VIN/12345678 VYR/1970
VMA/CHEV VMO/IMP VST/2D VCO/GRN DOT/20071129
OCA/1234K
NIC/V470054436 DTE/20071129 1427 EST
ORI IS SP DIVISION 1 RICHMOND 804 553-3445
IMMED CONFIRM RECORD WITH ORI
MRI 299 IN: NC2S 54 AT 03DEC2007 13:27 OUT: HOWL 61 AT 03DEC2007 13:35

NEGATIVE RESPONSE FROM VCIN AND NCIC

QV.VAVSP0000.VIN/2BJK12B1346

1203 00310 1350
NCIC REPLY

VAVSP0000
NO RECORD VIN/2BJK12B1346

MRI 310 IN: NC2S 57 AT 03DEC2007 13:50 OUT: HOWL 62 AT 03DEC2007 13:50

1203 00311 1351 HFS
VCIN REPLY
VAVSP0000

RTYPE/NOHIT
VIN/2BJK12B1346

****NO VCIN VEHICLE RECORD FOUND FOR INQUIRY ABOVE***

MRI 311 IN: HFS 140 AT 03DEC2007 13:50 OUT: HOWL 63 AT 03DEC2007 13:51

Additional Guidelines for Inquiring into the Wanted Files and Virginia DMV

1. If the inquiry is for a criminal investigation, use PUR/C at the end of your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off.

2. When inquiring on Virginia Special Interest Group type of license plates (Board of Corrections, Game and Inland Fisheries Commissioner, Fire Services Board, Street Rod, etc.) see Tags section of manual.

3. If the license to park in a handicapped parking space has been suspended due to abuse, the following message will be returned from DMV:

   "HANDICAPPED PARKING PRIVILEGE SUSPENDED"

5. If a VIN is more than eight characters, the NCIC VIN search method uses the rightmost eight characters of the VIN. Complete VINs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all VIN characters. The following will appear at the beginning of the record immediately before the message key translation:

   RECORD NIC/V123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA
   BEFORE TAKING FURTHER ACTION BASED ON THIS RECORD

6. An inquiry containing VIN or LIC can provide a secondary hit response from the NCIC person files when the primary hit contains a SOC or FBI number. When this happens, another search is automatically generated on the SOC and/or FBI number contained in the record response. The automatic second search may retrieve up to 15 matches of each from the person files for SOC or FBI number regardless of the VIN or LIC data used in the original inquiry

7. An inquiry that results in a positive hit response on a vehicle record with expired license plate data will generate a warning caveat as part of the response to agencies. The following will appear at the beginning of the record before the message key translation:

   WARNING - THE FOLLOWING STOLEN VEHICLE RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS

8. IMAGE INDICATOR (IND)

   a. Inquiries submitted in an NCIC format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, an image related to each primary hit response, if available, will be returned (i.e., one identifying image for a vehicle record, one mugshot for a person record). If IND is not entered, the field will default to an N.

      QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.IND/Y.

   b. The following would be returned after the immediate confirm caveat for a generic vehicle image:

      IMR/VVMO:BON VST:SW
      VYR:1995 VMA:PONT
      IMN:I000001222 GENERIC VEHICLE 00256
      <image>.

   c. The Image Response (IMR) is composed of the following data: IMT (V for generic image) and standard vehicle MFCs (VST, VYR, and VMA). The IMN is next, followed by the image description (GENERIC VEHICLE). Following is the image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

   d. The following would be returned after the immediate confirm caveat for an identifying vehicle image:

      IMR/IVIN: 2P4555P026483 LIC: ABC123 LIS: MD
      VYR: 1995 VMA:PONT
      NIC:V000032699 IMN:I000031222 00512
      <image>.

e. The Image Response (IMR) is composed of the following data: IMT (I for identifying image) and standard vehicle MFCs (LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the image size in bytes (00512), and, last, the <image> would be replaced with the actual image.

9. RELATED SEARCH HIT (RSH)

   a. Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all records with the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA contained in the primary hit response.

   b. If the hit response contains more than ten secondary hit responses, the following will be included in the response to indicate a file is being created with the additional hits.

      ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

   c. A $.B. will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

10. If a hit response contains expired license plate information, the following caveat will be included:

    WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

Procedures for Handling a Hit

1. Any agency which receives a record(s) in response to an NCIC/VCIN inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit from theNCIC/VCIN system: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order.

2. Confirming a hit means to contact the agency that entered the record to:

    a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;

    b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and

    c. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms and conditions of a protection order.

3. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

Priority 1: Urgent

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

Priority 2: Routine

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

4. After establishing the priority level, the agency should then follow these procedures:

    a. Upon receipt of a hit confirmation request (YQ), the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

    b. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to the VCIN Control Center and to the Control Terminal Officer “CTO” of the agency that originated the record by entering a “2” in the “RNO” field of the “YQ” format. The CTO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply with System standards. The CTO action must include canceling the record if the agency fails to confirm the HIT.

c. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the Control Terminal Agency "CTA" involved by entering a "3" in the "RNO" field of the "YQ" format. Failure on the part of any CTA to ensure such compliance will be brought to the attention of the NCIC Advisory Policy Board "APB."

5. The **formats and examples** for sending HIT request (YQ) and replies (YR) are located:

   a. Virginia = Administrative Message section of the VCIN Operating Manual.

   b. Out of State = NLETS section of the VCIN Operating Manual

6. Even if the initial confirmation is handled via telephone, the "YQ" and "YR" hit confirmation messages should be used for documentation.

7. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

8. Every agency upon taking a person into custody or recovering property, after confirming the hit, must place a locate on the corresponding NCIC and/or VCIN record(s).

CANADIAN VEHICLE INDEX INFORMATION

1. NCIC maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. As with other NCIC responses, positive record responses must be confirmed with the originating agency.

2. Certain CPIC message fields and codes do not conform to NCIC formats; therefore, those specific fields will be omitted or adjusted where applicable. All inquiries that search the Vehicle File may generate responses from the CVI. A CVI record includes the following caveats: STOLEN VEHICLE IN CANADA; or FELONY VEHICLE IN CANADA; or STOLEN PART IN CANADA; etc.

Positive Response:

1L01HEADER
MD1012600

RECORD NIC/R723005317 IS A CANADIAN VEHICLE INDEX RECORD
CONFIRM RECORD WITH ORI

MKE/STOLEN VEHICLE IN CANADA
ORI/MB1012600 LIC/ABC123 LIS/0N LIY/1999 LIT/PC
VIN/WG723KlK6E7654321 VYR/1996
VMA/FORD
OCA/ONDRE1234 CDE/19980110
NIC/R723005317 DTE/19980129 0000 EST
ORI IS ANYCITY, NAME OF PROVINCE, CANADA 333 555-1234
REPEAT - THIS IS A CANADIAN RECORD - CONFIRM WITH THE
ORIGINATING AGENCY IN CANADA

3. A positive record response from the CVI must be confirmed with the Canadian Originating Agency as indicated in the record response. Canadian agency names, addresses, and telephone numbers can be obtained through a QO inquiry. For additional details, the inquiring agency can conduct an inquiry (RQ) of the CPIC Vehicle Files utilizing the National Law Enforcement Telecommunications System, Inc.

Message Use

The "LV." message is utilized to indicate (until the originating agency clears the record) that the vehicle has been located. This message is sent by the agency that has located the stolen vehicle.

The "LF." message is utilized to indicate (until the originating agency clears the record) that the vehicle has been located. This message is sent by the agency that has located the felony vehicle.

Formats 267 and 268 for entries in VCIN/NCIC Formats 535 and 536 For out of state entries

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC

VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Requirements Listed as Conditional

1. Record to be located must be identified by three reference points.

    a. The first, which is listed as conditional must be either the license number (LIC) or the vehicle identification number (VIN), followed by the VIC and OCA fields.

    b. When locating a vehicle that was entered with the owner applied number (OAN) field as the only numerical identifier, the record must be located by entering the number from the OAN field with the field code of VIN followed by the VIC and OCA.

2. When placing a locate on a vehicle entered in the **VCIN** and **NCIC** system, you must use the **VIC** number when placing a locate.

3 When placing a locate on a vehicle entered by an **out of state agency** in **NCIC** system, you must use the **NIC** number.

Example:

LV.VAVSP02T1.LIC/FPX302.VIC/ 103286864.OCA/1234K.20071203.2007-1234

1203 00328 1401 HFS
VCIN REPLY
VAVSP02T1

LIC/FPX302.VIC/103286864.OCA/1234K.DOR/20071203.RCA/2007-1234

***** LOCATE STOLEN VEHICLE - RECORD LOCATED *****

MKE/LOCATED STOLEN VEHICLE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
LIC/FPX302 VIN/12345678
OCA/1234K VIC/103286864 NIC/V470054436
***** END OF RECORD *****

MRI 328 IN: HFS 148 AT 03DEC2007 14:01 OUT: HOWL 68 AT 03DEC2007 14:01

1203 00332 1402 HFS
NCIC REPLY
VAVSP02T1
LOCATE LIC/FPX302

MRI 332 IN: HFS 150 AT 03DEC2007 14:01 OUT: HOWL 70 AT 03DEC2007 14:02

When Agency Must Use a Locate Message

1. Any agency that recovers a vehicle which is indexed in NCIC/VCIN, except the agency that entered the record, must place a locate message on the active vehicle. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle must contact the ORI of each record possibly identical with the vehicle in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the vehicle. Once a Vehicle File record has had a locate transaction placed on it, it cannot be modified.

2. When a locate message is transmitted for a Vehicle File record, the message key translation changes from STOLEN VEHICLE to LOCATED STOLEN VEHICLE, or from FELONY VEHICLE to LOCATED FELONY VEHICLE, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

Locate Procedure

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the File Transaction section of this manual and in the Introduction chapter of the NCIC manual.

Additional Guidelines for Vehicle File Locates

1. The FBI CJIS staff permits the NICB to locate a NCIC Vehicle File record (MKE/LOCATED VEHICLE) when NICB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC record is in active status (MKE/STOLEN VEHICLE). The locating agency will be that of the NICB regional office which maintains the case file. NICB regional offices are located in San Francisco, California; Atlanta, Georgia; Chicago, Illinois; New York, New York; and Dallas, Texas.

2. Any agency that receives a notification message based upon an NICB locate should contact the recovering agency to obtain details concerning the recovery. The recovering agency ORI will follow the ORI of the NICB office that located the record. The NICB office should be considered a secondary contact.

3. There are no locate procedures for CVI records.

4. A vehicle record, which has been located, must be cleared by the entering agency immediately.

Message Use

The "CV." message is utilized to clear stolen vehicles from the VCIN and NCIC data base files when the vehicle is recovered.

The "CF." message is utilized to clear felony vehicles from NCIC and VCIN files when vehicle has been located and is no longer wanted.

Format 271, 272 and 273

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC

VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Requirements Listed as Conditional

1. Record to be cleared must be identified by three reference points.

    a. The first, which is listed as conditional must be either the license number (LIC) or the vehicle identification number (VIN), followed by the VIC and OCA fields.

    b. When clearing a vehicle that was entered with the owner applied number (OAN) field as the only numerical identifier, the record must be located by entering the number from the OAN field with the field code of VIN followed by the VIC and OCA.

Example:

CV.VAVSP01T1.VIN/12345678.VIC/103286864.OCA/1234K.20071203.VAVSP0200.2007-1234

1203 00335 1406 HFS
VCIN REPLY
VAVSP01T1

VIN/12345678.VIC/103286864.OCA/1234K.DCL/20071203.RRI/VAVSP0200.RCA/2007-1234

***** CLEAR STOLEN VEHICLE - RECORD CLEARED *****

MKE/LOCATED STOLEN VEHICLE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
LIC/FPX302 VIN/12345678
OCA/1234K VIC/103286864 NIC/V470054436
***** END OF RECORD *****

MRI 335 IN: HFS 152 AT 03DEC2007 14:06 OUT: HOWL 71 AT 03DEC2007 14:06

1203 00338 1407 HFS
NCIC REPLY
VAVSP01T1
CLEAR LIC/FPX302

MRI 338 IN: HFS 154 AT 03DEC2007 14:06 OUT: HOWL 72 AT 03DEC2007 14:07

Additional Guidelines for a Clear

1. There are two circumstances that require unique record formats to clear a vehicle file record.

    a. If the agency that entered the record recovers the vehicle, only the date of recovery (which cannot be prior to the date of theft) must be entered following the three record identifiers. Additionally, benefits and effectiveness data should be included.

    b. If the vehicle file record is located by an agency other than the entering agency and the record being cleared is in a located status (MKE/LOCATED VEHICLE or MKE/LOCATED FELONY VEHICLE), only the date of clear would be entered following the three record identifiers. If the record being cleared is in an active status (MKE/STOLEN VEHICLE or MKE/FELONY VEHICLE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes would be entered after the three record identifiers. Additionally, benefits and effectiveness data should be included.

2. Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

3. DMV must be provided with information concerning all stolen vehicles and their recovery. "CV" and "XV" messages must contain information, which will enable the Department to identify the vehicle involved; therefore, the following rules apply to "CV" and "XV" messages:

    a. If the entry was made with LIC only and is cleared or canceled before the VIN is added, the record may be cleared or canceled using LIC.

    b. If the record contains the VIN, the VIN must be used to clear or cancel the record.

4. When a record is no longer in the VCIN Wanted Hot File System (HFS), and the record is still on file in the NCIC wanted file system, you must clear the record using the NIC number instead of the VIC number (GLINK format 542 by license number and 543 by VIN).

Message Use

The "XV." message is utilized to cancel stolen vehicle records when the record is determined invalid.

The "XF." message is utilized to cancel felony vehicle records when the record is determined invalid.

Format 274, 275 and 276

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

Requirements Listed as Conditional

1. Record to be canceled must be identified by three reference points.

    a. The first, which is listed as conditional must be either the license number (LIC) or the vehicle identification number (VIN), followed by the VIC and OCA fields.

    b. When canceling a vehicle that was entered with the owner applied number (OAN) field as the only numerical identifier, the record must be located by entering the number from the OAN field with the field code of VIN followed by the VIC and OCA.

Example:

XV.VAVSP01T1.VIN/12345678.VIC/103286889.OCA/1234K.20071203

1203 00354 1411 HFS
VCIN REPLY
VAVSP01T1

VIN/12345678.VIC/103286889.OCA/1234K.DOC/20071203

***** CANCEL STOLEN VEHICLE - RECORD CANCELED *****

MKE/STOLEN VEHICLE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
LIC/FPX302 VIN/12345678
OCA/1234K VIC/103286889 NIC/V950055057
***** END OF RECORD *****

MRI 354 IN: HFS 160 AT 03DEC2007 14:11 OUT: HOWL 76 AT 03DEC2007 14:11

1203 00357 1412 HFS
NCIC REPLY
VAVSP01T1
CANCEL LIC/FPX302

MRI 357 IN: HFS 162 AT 03DEC2007 14:11 OUT: HOWL 77 AT 03DEC2007 14:12

Additional Guideline for Cancellation

1. When canceling a record in an NCIC format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

2. Do not use "XV." message if stolen property has been recovered.

3. DMV must be provided with information concerning all stolen vehicles and their recovery. "CV" and "XV" messages must contain information which will enable the Department to identify the vehicle involved; therefore, the following rules apply to "CV" and "XV" messages:

   a. If the entry was made with LIC only and is cleared or canceled before the VIN is added, the record may be cleared or canceled using LIC.

   b. If the record contains the VIN, the VIN must be used to clear or cancel the record.

Message Use

The "EVST." message is utilized in entering data describing a vehicle which has been TOWED, ABANDONED, IMPOUNDED, or REPOSSESSED into the VCIN data base.

Format 291

EVST.ORI(9).LIC(10).LIS(2).LIY(4).LIT(2).VIN(20).VYR(4).VMA(20).VMO(3).VST(2).VCO(7).
DOT (8).OCA (20).MIS (200).OW1 (35).OW2 (30).COM (50).CPH (12)

Field Codes and Edits

LIC - MIS = Field will have the same edits as the stolen vehicle file, except the "DOT" is for Date of Tow instead of Date of Theft.

OW1 = First owner's name is formatted with Last, First Middle Suffix or Business name, i.e. SMYTHERS,JOHN CHARLES JR or SPRINGFIELD ELECTRIC. If a comma is present, the input is processed as an individual's name and is edited the same as Wanted Persons names. If no comma is present, the name will be processed as a business name. Maximum allowed length of a business name is 35 and 30 for an individual's name.

OW2 = Second owner's name formatted as Last, First Middle Suffix. Business name is not allowed.

COM = Storing company's name must contain a minimum of 8 positions of data and a maximum of 50.

CHP = Storing company's telephone number, (including area code), must be 12 numeric characters.

Minimum Required Fields

EVST.ORI.....VIN.VYR.VMA..VST..DOT.OCA.MIS.OW1..COM.CHP

Example:

EVST.VAVSP01T1.FPX302.VA.2010.PC.123456789.1970.PONT.CAT.4D.GRN.20071203.207-11.
ABA N RUN.SMYTHERS,JOHN CHARLES..ALL NIGHT TOWING.804-674-2200

1204 00097 1125 HFS
VCIN REPLY
VAVSP01T1

***** RECORD ENTERED *****

MKE/STORED VEHICLE
ORI/VAVSP01T1 LIC/FPX302 VIN/123456789 OCA/207-11 VIC/103286906
******* END OF RECORD *****

MRI 97 IN: HFS 22 AT 04DEC2007 11:25 OUT: HOWL 5 AT 04DEC2007 11:25

THE FIRST ENTRY IN THE "MIS" FIELD MUST BE ONE OF THE FOLLOWING: TOWED, ABANDONED, IMPOUNDED, REPOSSESSED, or TRESPASS. The condition must also be included such as RUNNING or NOT RUNNING.

Abbreviations may be used in the "MIS" field regarding status and condition as follows:

TOWED--	TOW (Involved in accident, improper equipment, etc.)
ABANDONED--	ABA (Left at a location unattended)
IMPOUNDED--	IMP (Hold for investigation, over parked, and seized)
REPOSSESSED--	REP (Claimed by lien holder)
TRESPASS--	TRS (Towed at request of property owner, no police action involved.)
RUNNING--	RUN (Condition at time of storage)
NOT RUNNING--	N RUN (Condition at time of storage)

Additional Guidelines for Entering Stored Vehicles

1. VIN and LIC data fields are to be entered omitting spaces, hyphens, and symbols. Only complete identifiers are to be entered.

2. If vehicle is a stolen vehicle, appropriate NCIC and VCIN messages must be initiated before the "EVST." entry is made.
   Recovered stolen vehicle reported by another agency: Locating agency-------"LV."
   Entering agency-------"CV."
   Recovered stolen vehicle reported by same agency ----------"CV."

3. If a vehicle, which has been entered into the stored vehicle file, is later reported stolen to another agency, upon attempting to enter the vehicle into the stolen vehicle file, the entering agency will receive a reply from NCIC and VCIN as follows:

0124 61663 1456 HFS
VCIN REPLY
VAVSP02T1

LIC/3FPX02.LIS/VA.LIY/2008.LIT/PC.VIN/TEST123456.VYR/1970.VMA/PONT.VMO/CAT.
VST/2D.VCO/WHI/GRN.DOT/20080124.OCA/TEST-2.MIS/TEST RECORD.
OW1/STRINGBEAN,LEROY.OW2/.COM/BUBBA TOWING.CPH/804-674-2200

***** RECORD NOT ENTERED DUPLICATE FOUND *****

ON FILE/STOLEN VEHICLE
EXISTING RECORD VIC/103480307

The responses indicate that VCIN rejected it as on file and referred to the VIC number. A "QV" or "ZV" inquiry using the VIC number will provide the inquiring agency with the record on file.

Example: (Inquiry by VIC)

QV.VAVSP0100.VIC/100335000

Message Use

The "MVST." message is utilized to add to, delete data from, or change a portion of data which is a part of an active stored vehicle record.

Format 292

MVST.ORI.VIN.VIC.OCA. (Fields to be modified follow)

Example:

MVST.VAVSP01T1.VIN/123456789.VIC/103286906.OCA/207-11.VCO/LBL

1204 00162 1344 HFS
VCIN REPLY
VAVSP01T1

VIN/123456789.VIC/103286906.OCA/207-11.VCO/LBL.

***** MODIFY STORED VEHICLE - RECORD MODIFIED *****

MKE/STORED VEHICLE
ORI/VAVSP01T1
LIC/FPX302 VIN/123456789
VIC/103286906 OCA/207-11
***** END OF RECORD *****

MRI 162 IN: HFS 48 AT 04DEC2007 13:44 OUT: HOWL 10 AT 04DEC2007 13:44

Additional Guidelines for Modifying a Stored Vehicle

1. To delete data, the field code is followed by a slash, then a period. A required field cannot be deleted.

    a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

2. Record to be modified must be identified by three identifiers: License Plate number, VIC number, and originating agency case number or VIN, VIC number, and originating agency case number.

Message Use

The "QSV" message is utilized to query the Virginia Stored Vehicle file by the owner's name or business name to obtain a copy of the stored vehicle entry.

Format 476

QSV.ORI.NAM/

Example:

QSV.VAVSP01T1.NAM/ SMYTHERS,JOHN CHARLES

1204 00168 1349 HFS
VCIN REPLY
VAVSP01T1
RTYPE/HIT

MKE/STORED VEHICLE
NOTICE/THIS RECORD SHOULD ONLY BE USED FOR INVESTIGATIVE PURPOSES
LIC/FPX302 LIS/VA LIY/2010 LIT/PC
VIN/123456789 VYR/1970
VMA/PONT VMO/CAT VST/4D VCO/LBL
DOT/20071203 MIS/ABA N RUN
OW1/SMYTHERS,JOHN CHARLES
COM/ALL NIGHT TOWING CPH/804-674-2200
VIC/103286906 OCA/207-11
DTE/20071204 DTM/20071204
** END OF RECORD - CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I

MRI 168 IN: HFS 50 AT 04DEC2007 13:49 OUT: HOWL 12 AT 04DEC2007 13:49

Message Use

The "CVST." message is utilized to clear stored vehicle from the VCIN data base files when vehicle is released to owner, has been disposed of by other legal means, owner has been notified of vehicle's location, or in cases where vehicle has been stored for more than 30 days, has not been claimed, and garage owner has been informed as to how to legally dispose of the vehicle.

Format 294 and 295

CVST.ORI.VIN.VIC.OCA.DOC

Where: DOC = Century, year, month, and day vehicle release to owner, legally disposed of, or garage owner informed as to how to dispose of the vehicle according to law.

Example:

CVST.VAVSP01T1.VIN/123456789.VIC/103286906.OCA/207-11.20071204

1204 00192 1404 HFS
VCIN REPLY
VAVSP01T1

VIN/123456789.VIC/103286906.OCA/207-11.DOC/20071204

***** CLEAR STORED VEHICLE - RECORD CLEARED *****

MKE/STORED VEHICLE
ORI/VAVSP01T1
LIC/FPX302 VIN/123456789
VIC/103286906 OCA/207-11
***** END OF RECORD *****

MRI 192 IN: HFS 58 AT 04DEC2007 14:04 OUT: HOWL 13 AT 04DEC2007 14:04

Additional Guidelines for Clearing a Stored Vehicle

1. Record to be cleared must be identified by three identifiers: License Plate number, VIC number, and originating agency case number or VIN, VIC number, and originating agency case number.

2. All stored vehicles will be purged daily. This purge will remove all stored vehicles that have been stored for 60 days as of the date of the purge.

VCIN Agencies have inquiry capability to the DMV/Motor Carrier Files which provide on line Motor Carrier registration and operating status information. This information is available on all customers (firm, company, corporation, or person) registered in the Motor Carrier File. Any references to Motor Carrier customers refers to the carrier under whose Motor Carrier Authority the vehicle is being operated. Inquiries may be made by one of the following:

1. By name
2. By customer number
3. By decal number
4. By ICC number
5. By DOT number

MOTOR CARRIER MESSAGE FIELD CODES AND EDITS

Field	Code	Edits
Investigator ID	COB	Minimum of one and maximum of four alpha or numeric characters representing a badge or car number.
Customer Name	NAM	Minimum of one and maximum of forty alpha characters.
Direction of Name	DIR	The field must be alpha, F (forward) or B (backward) character to continue the search. This will cause the next 11 or prior 11 names to be displayed. An "S" is used to select from duplicate list.
Customer ID	SOC	Must be valid nine or twelve characters.
MC ICC Number	ICC	Must be a valid 6 character ICC Number.
MC DOT Number	DOT	Must be a valid 7 character DOT Number.
Decal Issue Year	DYR	Two numeric characters.
Vehicle Decal Number	DCL	Must be a valid 6 character Decal Number.

MESSAGE USE

The QMC. format by name is utilized to query the Motor Carrier Files of Department of Motor Vehicles, to obtain the customer number under whose MC authority the vehicle is being operated.

Format 301

QMC.ORI.COB.NAM

Example:

QMC.VAVSP0000.COB/0001.NAM/H H MOORE TRUCKING

1114 69394 0935
DMV REPLY

QMC.VAVSP0000.COB/0001.NAM/H H MOORE TRUCKING
SOC/541435537.NAM/H &H MOTOR LINES INC
SOC/540887677.NAM/H H OMPS INC
SOC/227609528.NAM/H & H TOWING& REPAIR
SOC/406062591.NAM/H & H TRUCKING
SOC/541885723.NAM/H & H TRUCKING
SOC/228505993.NAM/H & H TRUCKING
SOC/541318082.NAM/H & H TRUCKING INC (VA)
SOC/225585539.NAM/FREDDIE LEE HIATT
SOC/223542798.NAM/HIATT MOBILE MOBILE TRANSPORT
SOC/223542798.NAM/ROY L HIATT
SOC/229807423.NAM/JOHN EDWARD HICKLIN

** NOTICE **
INFORMATION OBTAINED FROM VCIN MAY BE USED FOR
CRIMINAL JUSTICE PURPOSES ONLY.
MRI 69460 IN: DR06 1190 AT 14NOV2002 09:35 OUT: HOWL 23 AT 14NOV2002 09:35

Format: To Continue Customer Name Search

QMC.ORI.COB.NAM.DIR

The DIR field code indicates the direction of movement. The character may be an "F" (Forward) or a "B" (Backward). Eleven customer names in alphabetical order are received in each response. If DIR is not entered, the default will be forward.

Example:

QMC.VAVSP0000.COB/0001.NAM/H H MOORE TRUCKING.DIR/B

MESSAGE USE

The "QMC." format by the customer number is utilized to provide the registration information and operating status of the carrier from the Motor Carrier Files of Department of Motor Vehicles.

Format 302

QMC.ORI.COB.SOC.

Example:

QMC.VAVSP0000.COB/0001.SOC/541093763

1114 69906 0936
DMV REPLY

QMC.VAVSP0000.COB/0001.SOC/541093764
SOC/541093763.
NAM/H. H. MOORE, JR. TRUCKING CO., INC.
ADR/HIGHWAY 460
PO BOX 477
APPOMATTOX, VA. 24522
AUTH/PROPERTY .STAT/ACTIVE .ADTE/1994/01/07
INS/CARGO .PTYP/CONT .EFF/2001/05/01 .CANC/ .EXP/
INS/LIABILITY .PTYP/CONT .EFF/2002/05/01 .CANC/ .EXP/
STOP/NONE

** NOTICE **
INFORMATION OBTAINED FROM VCIN MAY BE USED FOR
CRIMINAL JUSTICE PURPOSES ONLY.
MRI 69918 IN: DR03 1104 AT 14NOV2002 09:36 OUT: HOWL 24 AT 14NOV2002 09:36

Additional Guidelines for Inquiring by Customer Number

1. If two customers have the same 9 position number;
   Example:
   SOC/123456789 .NAM/SMITH, JOHN Q
   SOC/123456789001.NAM/JONES, JOHN Q
   Enter: QMC.VADMVRH00.COB/0001.SOC/123456789.DIR/S.

   (The "S" in the DIR field will select the 9 position number.)

2. The “STOP” information indicates that there is an order against the customer.

MESSAGE USE

The "QMC" format by the Motor Carrier issued decal number is utilized to provide the registration information and operating status of the carrier from the Motor Carrier Files of Department of Motor Vehicles.

Format - 303

QMC.ORI.COB.DCL.DYR

Example:

QMC.VAVSP0000.COB/0002.DCL/123456.DYR/1999

0512 61113 1926
DMV REPLY

QMC.VAVSP0000.COB/0002.DCL/123456.DYR/1999

SOC/ 540145341. DECAL/123456. YR/1999
NAM/BONNEY MOTOR EXPRESS
ADDR/15 W. WINDSOR BLVD.
P O BOX 305
WINDSOR VA 23487
AUTH/ICC CARRIER .STAT/ACTIVE. DATE/ 01/09/1997
AUTH/PROPERTY CARRIER. STAT/ACTIVE . DATE/ 01/08/1997
INS/LIABILITY .PTYP/CONT .EFF/01/01/1997 .CANC/ .EXP/.
STOP/WEIGHT VIOL .DATE/ 01/10/1997 .AMT/500.00 .REF/123456
MRI 254365 IN: DR01 24545 AT 01JUL98 12:29:15 OUT: HOWL 6 AT 01JUL98 12:29:15

Additional Guidelines for Inquiring by the Motor Carrier Decal Number

1. The DCL Field is a mandatory six (6) character field.

2. The DYR Field indicates the year of issue of the MC Decal.

3. The annual renewal period for the MC Decal is January through April, therefore, the correct issue year must be used because it is possible that the same decal number could be valid for two (2) carriers during the renewal period.

MESSAGE USE

The "QMC" format by the ICC number is utilized to provide the registration information and operating status of the carrier from the Motor Carrier Files of Department of Motor Vehicles.

Format - 507

QMC.ORI.COB.ICC

Example:

QMC.VAVSP0000.COB/0002.ICC/123456

0512 61113 1926
DMV REPLY

QMC.VAVSP0000.COB/0002.ICC/123456
SOC/ 540145341. ICC NUMBER/123456
NAM/BONNEY MOTOR EXPRESS
ADDR/15 W. WINDSOR BLVD.
P O BOX 305
WINDSOR VA 23487
AUTH/ICC CARRIER .STAT/ACTIVE. DATE/ 01/09/1997
AUTH/PROPERTY CARRIER. STAT/ACTIVE . DATE/ 01/08/1997
INS/LIABILITY .PTYP/CONT .EFF/01/01/1997 .CANC/.EXP/.
STOP/WEIGHT VIOL .DATE/ 01/10/1997 .AMT/500.00 .REF/123456
MRI 254365 IN: DR09 24545 AT 01JUL98 12:29:15 OUT: HOWL 6 AT 01JUL98 12:29:15

Additional Guideline for Inquiring by the ICC number

1. The ICC Field is a mandatory six (6) character field.

MESSAGE USE

The "QMC" format by the DOT number is utilized to provide the registration information and operating status of the carrier from the Motor Carrier Files of Department of Motor Vehicles.

Format - 508

QMC.ORI.COB.DOT

Example:

QMC.VAVSP0000.COB/0002.DOT/1234567

0512 61113 1926
DMV REPLY

QMC.VAVSP0000.COB/0002.DOT/1234567
SOC/ 540145341. DOT NUMBER/1234567
NAM/BONNEY MOTOR EXPRESS
ADDR/15 W. WINDSOR BLVD.
P O BOX 305
WINDSOR VA 23487
AUTH/ICC CARRIER .STAT/ACTIVE. DATE/ 01/09/1997
AUTH/PROPERTY CARRIER. STAT/ACTIVE . DATE/ 01/08/1997
INS/LIABILITY .PTYP/CONT .EFF/01/01/1997 .CANC/.EXP/.
STOP/WEIGHT VIOL .DATE/ 01/10/1997 .AMT/500.00 .REF/123456
MRI 254365 IN: DR09 24545 AT 01JUL98 12:29:15 OUT: HOWL 6 AT 01JUL98 12:29:15

Additional Guidelines for Inquiring by the DOT Number

1. The DOT Field is a mandatory seven (7) character field.

VCIN agencies have inquiry capability to the DMV Liquidated Damages through the Citation Tracking System. The Citation Tracking System will be able to provide the current status of carriers whose privileges to operate have been suspended due to nonpayment of assessments/judgments and reinstatement fees for overweight violations. Inquiries may be made by one of the following:

Company or Individual Name

Motor Carrier Number, which will include the following:
- Federal Identification Number (FEIN)
- Social Security Number (SSN)
- International Fuel Tax Agreement Number (IFTA)
- Control Number, Assigned by DMV

Liquidated Damages Message Field Codes And Edits

FIELD	CODE	EDITS
Company Name	NAM	Must enter complete company's name. Maximum of 45 alphabetic characters.
Individual Name	NAM	Last Name, First Name, Middle Initial
Citation Number	CIT	Seven numeric characters.
Balance due	BALDUEDMV	Seven numeric characters.

ERROR MESSAGES

This message is returned when DMV's ADABAS system is not available and the inquiry cannot be processed:

"LD INQUIRY FAILED; DMV ADABAS FILES NOT AVAILABLE;
TRY TRANSACTION AGAIN LATER"

This message is returned when there is a DMV system program error which will not enable processing the name inquiry:

"LD INQUIRY FAILED; DMV LD SYSTEM PROGRAM ERROR"

Message Use

The "QLD." query is utilized to provide a status search of the DMV Citation Tracking System using the motor carrier name or motor carrier number

Format-search by Company Name 296

QLD.ORI.NAM/Company name (maximum 45 characters) or Individual Name

Format-search by SCC Number 297

QLD.ORI.SCC

The SCC Number is the Motor Carrier Number, which will include the following:
Federal Identification Number (FEIN)
Social Security Number (SSN)
International Fuel Tax Agreement Number (IFTA)
Control Number, Assigned by DMV

Example by Name:

QLD.VAVSP0000.NAM/CARSON EQUIPMENT TRANSPORT

0701 01758 2015
DMV REPLY

QLD.VAVSP0000.NAM/CARSON EQUIPMENT TRANSPORT

CARSON EQUIPMENT TRANSPORT
7624 WEST DILLION ROAD
CAPE GARDENIA NE 70019

CIT/0652754

BALDUEDMV/00008500OPEN

COMPANY CAN NOT OPERATE ON VIRGINIA HIGHWAYS.
OUTSTANDING CITATIONS EXIST

End OF RESPONSE

Examples by Motor Carrier Number:

QLD.VADMVRH01.SCC/AT25006520 (Using a Control Number)

SCC/AT25006520

TEST RECORD TRUCKING INC
3456 WEST HIGHLAND ST
CHARLOTTE NC27911

CIT/0121405 CIT/0208630 CIT/0224817 CIT/0228026
CIT/0239381 CIT/0248878

BALDUEDMV/00042300OPEN

END OF RESPONSE

QLD.VADMVRH01.SCC/A440594706

SCC/AT440594706

THE MOTOR CARRIER COMPANY
2300 W BROAD ST
WINDSTON SALEM NC271017

CIT/013179 CIT/0140247 CIT/0171260 CIT/0189209
CIT/0199221 CIT/0200960 CIT/0201929 CIT0199228

BALDUEDMV/00104800OPEN THERE ARE MORE OUTSTANDING CITATIONS

COMPANY CANNOT OPERATE ON VIRGINIA HIGHWAYS
OUTSTANDING CITATIONS EXIST

END OF RESPONSE

LOJACK COMPUTER SYSTEM

INTRODUCTION

LoJack units (LJU) are small microprocessor - controlled radio transceivers purchased from and installed by the LoJack Corporation in a secret location in the vehicle. Each LoJack unit has two unique and unrelated secret numbers, an activation code and a reply code.

When a victim reports their vehicle stolen, the investigating agency will enter the vehicle into NCIC/VCIN computer system. The VCIN computer system will send the vehicle VIN, year and make to the LoJack computer, located at State Police Administrative Headquarters, and this system will determine if the vehicle is equipped with a LoJack unit. If there is one, the LoJack system sends out radio broadcast signals to activate the LoJack unit in the stolen vehicle.

When the LoJack unit is activated it broadcasts a reply code periodically.

Approximately 307 police vehicles in the eastern part of Virginia will be equipped with a police tracking computer (PTC or Tracker). If one of these police vehicles picks up the signal from the stolen vehicle, a 5 character reply code will be displayed on the tracking device display screen in the police vehicle.

By querying the LoJack system with the reply code the officer can:

1. Obtain basic vehicle identification, so the vehicle can be recognized when encountered;

2. Determine the vehicle's status and further useful information from secondary queries of NCIC/VCIN wanted vehicle files, which the system generates on the basis of the vehicle ID provided by LoJack;

2. Get the system to speed up the LoJack unit's broadcasts temporarily making it easier to track.

   When the vehicle is recovered, and the vehicle is cleared from the computer, the LoJack computer will send out radio broadcast signals to deactivate the LoJack unit in the recovered stolen vehicle.

   Initially the LoJack tracking system will only be installed in the eastern part of Virginia.

PAMs responding to NCIC Updates

The terminal operator can expect exactly one of the following messages in response to each NCIC update (EV, MV, CV, LV, XV) entered. Where a message is applicable to more than one update type, the sample message is for the first one (the difference is only in the last two characters of the first line, which give the message type).

In these messages, the first line of text is the message type which is always "TERM-RNIC-" followed by the update type. The second line is always the message number, corresponding to the message number of the NCIC update. The third line always gives both the ORI of the agency that entered the update and the Virginia terminal ID of the terminal that entered the update. The fourth line always contains the NCIC fields used as record identifiers in the original update; OCA is first and the other may be LIC, OAN, VIN, or NIC.

PAM 1 Normal activation (EV, MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
LOJACK UNIT IN VEHICLE IS BEING ACTIVATED
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97

This is the normal message expected when a LoJack-equipped vehicle is reported stolen. It is also issued when changes to the NCIC vehicle record make it possible for the LoJack System to recognize the vehicle as LoJack- equipped (the LoJack System requires that the VIN, VMA, and VYR fields all be given, and that they match its own registration file). The LoJack System will activate the LoJack Unit.

PAM 2 Refusal to activate (EV, MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
NO LOJACK ACTION ON VEHICLE
LOJACK UNIT IN VEHICLE IS NOT INTENDED TO BE ACTIVATED

This message is issued when a stolen vehicle is identified as LoJack- equipped, but the LoJack System shows the LoJack Unit to be registered with "D" (disabled) status (See Special Note #1 on the next page). The LoJack System does not activate LoJack Units with "D" status, but does deactivate them or speed them up (i.e., command them to broadcast more frequently).

PAM 3 Activation of a test unit (EV, MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
LOJACK UNIT IN VEHICLE IS BEING ACTIVATED
THE LJU ACTIVATED IS REGISTERED AS A TEST UNIT
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/90

This message is issued when a stolen vehicle is identified as LoJack- equipped, but the LoJack System shows the LoJack Unit to be registered with "T" (test) status (See Special Note #2). The LoJack System will activate the LoJack Unit.

Unless the operator making the NCIC update transaction has specific knowledge to the contrary, this message should be treated the same as a normal activation, and not as a test. The most likely reason for this message popping up as a surprise is an error in the status field in LoJack's registration file. Notify the VCIN Control Center 804-674-2028 or VCIN terminal CMD1.

PAM 4 Deactivation (MV, LV, CV, XV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 VIN/1FRV162A9K990807
LOJACK UNIT IN VEHICLE IS BEING DE-ACTIVATED
VEHICLE ID: VIN/1FRV162A9K990807 VMA/FORD VYR/97

This is the normal message expected when a LoJack-equipped vehicle is reported recovered. It is also issued when changes to the NCIC vehicle record make the LoJack System realize that it previously activated a LoJack Unit on the basis of erroneous vehicle data. The LoJack System will deactivate the LoJack Unit.

SPECIAL NOTES:

1. At the time of this writing, we know of no intentional use of "D" status by LoJack Corporation for LoJack Units which are actually installed in vehicles.

2. "T" status registration applies only to certain records which have been placed in LoJack's registration file in association with VINs known to belong to junked vehicles; they are not supposed to correspond to any physical LoJack Unit or vehicle on the road. They are there to enable end-to-end testing of the combined LoJack/NCIC/VCIN system without affecting any real vehicle.

PAM 5 Deactivation + normal activation (MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 VIN/1FRV162A9K990807
LOJACK UNIT IN OLD VEHICLE IS BEING DE-ACTIVATED
VIN/1FRV162A9K990807 VMA/FORD VYR/97
LOJACK UNIT IN NEW VEHICLE IS BEING ACTIVATED
VEHICLE ID VIN/1FRV162A9K990708 VMA/FORD VYR/97

This message is issued when changes to the NCIC vehicle record indicate that (a) the LoJack System previously activated an LJU on the basis of erroneous vehicle data, and (b) the vehicle identified by the newly changed vehicle data is also LoJack-equipped. The LoJack System will deactivate the LJU of the first vehicle (the "old") and activate the LJU of the second vehicle (the "new"). Such a "double hit" will be quite rare.

PAM 6 Deactivation + refusal to activate (MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
LOJACK UNIT IN OLD VEHICLE IS BEING DE-ACTIVATED
VIN/1FRV162A9K990708 VMA/FORD VYR/97
LOJACK UNIT IN NEW VEHICLE IS NOT INTENDED TO BE ACTIVATED

This message is issued when changes to the NCIC vehicle record indicate (a) the LoJack System previously activated an LJU on the basis of erroneous vehicle data, and (b) the vehicle identified by the newly changed vehicle data is also LoJack-equipped, but the LoJack Unit is registered with "D" (disabled) status (see PAM 2, and its footnote). The LoJack System will deactivate the LJU of the first ("old") vehicle but will not activate the LJU of the second ("new") vehicle.

PAM 7 Deactivation + activation of test unit (MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 VIN/1FRV162A9K990807
LOJACK UNIT IN OLD VEHICLE IS BEING DE-ACTIVATED
VIN/1FRV162A9K990807 VMA/FORD VYR/97
LOJACK UNIT IN NEW VEHICLE IS BEING ACTIVATED
THE LJU ACTIVATED IS REGISTERED AS A TEST UNIT
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97

The message is issued when changes to the NCIC vehicle record indicate that (a) the LoJack System previously activated an LJU on the basis of erroneous vehicle data, and (b) the vehicle identified by the newly changed vehicle data is also LoJack-equipped, but its LoJack Unit is registered with "T" (test) status. The LoJack system will deactivate the LJU of the first ("old") vehicle and activate the LJU of the second ("new" vehicle).

Unless the operator making the NCIC update transaction has specific knowledge to the contrary, part (b) of this message should be treated the same as PAM 3, and not as a test (see PAM 3 and its footnotes).

PAM 8 Make/Year mismatch (EV, MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
NO LOJACK ACTION ON THIS VEHICLE
***NOTE VEHICLE WITH SAME VIN, DIFFERENT VMA OR VYR IS LOJACK-EQUIPPED

This message is not used in the current release.

PAM 9 Deactivation + Make/Yr mismatch (MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
LOJACK UNIT IN OLD VEHICLE IS BEING DE-ACTIVATED
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NEW VEHICLE HAS SAME VIN, DIFFERENT VMA OR VYR AS A LOJACK-EQUIPPED ONE

This message is not used in the current release.

PAM 10 Unknown vehicle (EV, MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
NO LOJACK ACTION ON THIS VEHICLE

This is the LoJack System's response to an EV or MV without a VIN; the LoJack System needs a VIN before it can even find out if the vehicle is LoJack-equipped. This result is quite ordinary for non-LoJack-equipped vehicles.

If the police personnel reading the message know that the vehicle has a LoJack Unit, they can fix the situation by canceling the record and reentering, including the VIN.

Also, when a VIN is modified into the entry, the LoJack Unit is turned on.

PAM 11 Unknown vehicle (LV, CV, XV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
NO LOJACK ACTION ON THIS VEHICLE

This message is the LoJack System's usual response to a vehicle recovery; the vehicle presumably is not LoJack-equipped or has been deactivated by an earlier LV.

PAM 12 No LJU in vehicle (EV, MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
VEHICLE IS NOT LOJACK-EQUIPPED

This message is the LoJack System's usual response to an EV or MV with a VIN; the system has looked up the VIN and discovered that the vehicle is not LoJack-equipped.

PAM 13 No action (vehicle irrelevant) (MV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 VIN/1FRV162A9K990807
NO LOJACK ACTION ON VEHICLE

This message is the LoJack System's usual response to an MV which does not change either VIN, VMA, or VYR. Whether the vehicle is LoJack-equipped or not, no activations or deactivations are made necessary by such a change.

PAM 14 System failure (EV, MV, LV, CV, XV)

0716 12345 1510
LOJACK REPLY
OCA/98-29749 LIC/623091
LOJACK SYSTEM UNABLE TO PROCESS THIS UPDATE

This message indicates that the LoJack System has not been able to get the job done because of some unexpected internal event or failure. The update information is then saved on the VCIN computer until the LoJack equipment is repaired, at which time it will be resent to the LoJack computer.

Query LoJack computer to obtain a description of stolen vehicle and to speed up the tracking signals.

Format 488
LQ.ORI/ .MA..
TXT
LOJACK.REPLY.
REPLY CODE/ Followed by a 5 digit code received on the tracking device)

Example
LQ.VAVSP0000.MA.
TXT
LOJACK.REPLY.
REPLY CODE/LJR/Q7N25

0203 88484 1155 NLET
LR.MAMSP0043
09:54 02/03/99 03374
09:54 02/03/99 06244 VAVSP00H1
TXT
LOJACK.
LOJACK REPLY CODE = CJ33C
LOJACK REPLY CODE IS FOR A KNOWN UNIT
QUERY BEING SENT TO NCIC TO DETERMINE VEHICLE STATUS FOR
VIN = 12345678901234555
MRI 88484 IN: NLET 6966 AT 03FEB99 11:55:04 OUT: HOWL 4 AT 03FEB99 11:55:07

0203 89835 1227 NLET
LR.MAMSP0043
10:02 02/03/99 03417
10:02 02/03/99 06366 VAVSP00H1
TXT
LOJACK.
LOJACK REPLY CODE = CJ33C
LOJACK UNIT IS BEING DE-ACTIVATED
NCIC INDICATES THAT VEHICLE IS NOT STOLEN
VIN = 12345678901234555
NIC =
NO RECORD VIN/ 12345678901234555
MRI 89835 IN: NLET 7088 AT 03FEB99 12:02:27 OUT: HOWL 5 AT 03FEB99 12:27:04

Special Notes:
1. The LoJack system is used to track a stolen vehicle that has a LoJack device installed only. You must compare the positive response with the vehicle you have stopped and follow the guidelines set forth in the VCIN Manual, vehicle section, for handling HITS.

2. When you send the LQ inquiry the signal from the stolen vehicle will speed up for about 30 minutes. If the vehicle has not been located within 30 minutes, do another LQ inquiry on the LoJack serial number to speed the signal up for another 30 minutes.

3. If the computer fails to turn the LoJack device off after a XV or CV transaction the computer will turn it off on the next LQ transaction.

4. The Form 489 = Used by VCIN Control Center to activate a Lojack unit when directed by Lojack corp. or out of state criminal justice agency. LQ.ORI/ .MA.
TXT
LOJACK.CHECK.
REPLY CODE/

PAMs responding to LQ

In reply to each, LQ, the LoJack System issues either an immediate final PAM (e.g. PAM 24) or a preliminary PAM (in particular, PAM 15), followed by a quotation of material obtained from NCIC (normally), followed by a second and final PAM.

In these messages, the first line of text is the Message Type, which is always "TERM-RLOJ-" followed by either "ISLJ," "NOLJ," "WAIT" or "DONE" (See Special Note #1 next page). The second line is always the Message Number, corresponding to the Message Number of the LQ. The third line always gives both the ORI (if any) of the agency that entered the LQ and the Virginia terminal ID of the terminal that entered the LQ. The fourth line contains the LoJack reply code from the original LQ, except for the messages of type "TERM-RLOJ-DONE," which contain this information on the sixth line.

PAM 15 Querying NCIC (LQ)

0716 12345 1510
LOJACK REPLY
LJR/ Q7N25
LOJACK REPLY CODE IS FOR A KNOWN INSTALLED UNIT
QUERY BEING SENT TO NCIC TO DETERMINE VEHICLE STATUS FOR
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97

This message is the usual first response of the LoJack System to an LQ. It means that the LoJack System has identified the vehicle whose LoJack Unit has been queried, and has sent a QV to NCIC (almost always on VIN) for information about it.

The operator can expect to receive, after a short delay, either a quotation of the response from NCIC or a message from the VCIN Computer to the effect that a response from NCIC could not be obtained. In the event of a positive response from NCIC, the operator can use the vehicle information provided in this PAM to select which, if any, of the NCIC records provided are relevant to his/her needs. Some of the records may be irrelevant due to partial VIN matching by NCIC, or for other reasons (See Special Note #2 next page).

In rare instances, the LoJack System will not know the VIN and base its QV to NCIC on NIC number instead. In that situation, the vehicle key fields in this PAM will be filled with "?"s. Since at most one record will be retrieved by such a query, the operator will not need vehicle information to perform a selection.

SPECIAL NOTES:

1. "WAIT" and "NOLJ" are used for final messages issued before a QV to NCIC has been sent. "DONE" is used for final messages issued after a QV has been sent. "ISLJ" is used for non-final messages.

2. In some rare situations, the LoJack System will not be able to get all of the records that NCIC sent. In that event, LoJack System quotes as much of the NCIC information as it did get, followed by the following warning:

   **** WARNING: POSSIBLE DATA LOSS ****
   QUERY NCIC FOR COMPLETE INFORMATION

PAM 16 Speedup (LQ)

0716 12345 1510
LOJACK REPLY
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NCIC REPORTS INDICATE VEHICLE IS STOLEN
LJR/ Q7N25
LOJACK UNIT IS WANTED, AND IS BEING SPED UP FOR TRACKING

This final message is the LoJack System's usual reply to a LoJack Query on a reply code picked up by a LoJack PTC in the field. The LoJack System has identified the vehicle as stolen on the basis of the NCIC responses, and is "speeding up" the LoJack Unit (i.e., commanding it to broadcast its reply code more frequently) for easier tracking.

The speedup is effective for 30 minutes; if the vehicle is not recovered after 25 or so minutes, the operator may repeat the LQ to keep the unit sped up. LQs repeated in rapid succession, however, will not cause any additional speedup attempts to be made; that will however, cause additional QVs to be sent to NCIC.

PAM 17 Deactivation (LQ)

0716 12345 1510
LOJACK REPLY
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NCIC RESPONSE SUGGESTS VEHICLE IS NOT STOLEN
LJR/ Q7N25
LOJACK UNIT IS NOT WANTED, AND IS BEING DE-ACTIVATED

This final message is issued when the NCIC responses indicate the vehicle is not stolen. More precisely, this means that the NCIC responses do not contain a stolen vehicle record with matching VIN, VMA, and VYR. The LoJack System will deactivate the LoJack Unit.

This situation arises normally when a LoJack Unit does not get deactivated upon recovery and its LJU's broadcast is subsequently picked up by a PTC.

A. It may be out of radio range, or recovered out of state.

B. It may have been stolen and activated in another state.

C. It may have been stolen and activated in another state and recovered without a LQ.

PAM 18 Normal activation (LQ)

0716 12345 1510
LOJACK REPLY
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NCIC REPORT INDICATES VEHICLE IS STOLEN
LJR/ Q7N25
LOJACK UNIT IS WANTED, AND IS BEING ACTIVATED

This is the normal final message expected when the reply code of the LoJack Unit of a stolen vehicle is "checked" with an LQ. The LoJack System will of course activate the LoJack Unit.

PAM 19 Refusal to activate (LQ)

0716 12345 1510
LOJACK REPLY
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NCIC REPORTS INDICATE VEHICLE IS STOLEN
LJR/ Q7N25
LOJACK UNIT IS WANTED, BUT IS NOT INTENDED TO BE ACTIVATED

This final message is issued when the reply code of the LoJack Unit of a stolen vehicle is "checked" with an LQ, but the LoJack System shows the LoJack Unit to be registered with "D" (disabled status). The LoJack System will not activate the LoJack Unit. See PAM 2 for discussion.

PAM 20 Activation of a test unit (LQ)

0716 12345 1510
LOJACK REPLY
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NCIC REPORTS INDICATE VEHICLE IS STOLEN
LJR/ Q7N25
LOJACK UNIT IS WANTED, AND IS BEING ACTIVATED
THE LJU ACTIVATED IS REGISTERED AS A TEST UNIT

This final message is issued when the reply code of the LoJack Unit of a stolen vehicle is "checked" with an LQ, but the LoJack System shows the LoJack Unit to be registered with "T" (test) status. The LoJack System will activate the LoJack Unit. This result should be regarded as relating to a real theft, NOT a test, unless the MIS/ field of a quoted NCIC record indicate that it is a test entry. See PAM 3 discussion.

PAM 21 Make/Year mismatch (LQ)

0716 12345 1510
LOJACK REPLY
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NCIC RESPONSE SUGGESTS VEHICLE IS NOT STOLEN
LJR/ Q7N25
LOJACK UNIT IS NOT WANTED
***NOTE VEHICLE WITH SAME VIN, DIFFERENT VMA OR VYR IS STOLEN

This message is not used in the current release.

PAM 22 Invalid reply code (LQ)

0716 12345 1510
LOJACK REPLY
LJR/ BIOZ5
LOJACK REPLY CODE IS INVALID; PLEASE RE-ENTER IT

This final message is issued when the reply code entered by the terminal operator is invalid. The operator should check their information and retry. The reply code must be exactly five characters, each of which must be either a decimal digit or an upper case letter other than “B,” “I,” “O,” and “Z.”

PAM 23 Training unit (LQ)

0716 12345 1510
LOJACK REPLY
LRJ/ 00025
LOJACK REPLY CODE IS FOR A TRAINING UNIT, NOT TO BE PURSUED

This final message is issued when the reply code entered by the terminal operator begins with “000,” these reply codes are reserved for "training units." Training units are used for tracking practice and are always sped up; they are not supposed to be controlled by the LoJack System. Police with PTCs in the field who pick up these reply codes should disregard them.

PAM 24 LSAS busy (LQ)

0716 12345 1510
LOJACK REPLY
LJR/ Q7N25
LOJACK SYSTEM IS BUSY; PLEASE WAIT A MINUTE, THEN RETRY

This final message is issued when the LoJack System is too busy to respond to the operator's request in a timely fashion. The operator should try again after a minute or so; if the same response is forthcoming, he/she should try again after five minutes or so.

PAM 25 Unknown unit sped up (LQ)

NOT USED AT THIS TIME.

PAM 26 Unknown unit ignored (LQ)

0716 12345 1510
LOJACK REPLY
LJR/ Q7N25
LOJACK REPLY CODE IS UNKNOWN; NO ACTION BEING TAKEN

This final message may be issued when the reply code entered is not found in the LoJack System's registration file. The most likely cause of this is a wrong reply code, so the operator should check his/her information and retry if an error is found. However, the result could mean that the LoJack Unit with that reply code was never installed in a vehicle, and perhaps never even manufactured, although it could conceivably only be that the relevant registration updates have not yet reached the Virginia LoJack System.

PAM 27 LJU not registered to a vehicle (LQ)

0716 12345 1510
LOJACK REPLY
LJR/ Q7N25
LOJACK REPLY CODE NOT REGISTERED TO A VEHICLE AND IS BEING DEACTIVATED.

This final message is issued when the reply code entered is found in the LoJack System's registration file, but is neither registered to a vehicle not associated by NIC number with a previous activation. The probable cause of this result is an incorrect status in the LoJack registration file. LoJack Corporation should be apprised of what happened so that they can correct the registration. The LoJack System attempts to deactivate the LoJack unit in this situation.

PAM 28 Non availability of NCIC (LQ)

0716 12345 1510
LOJACK REPLY
Vehicle ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
SYSTEM IS UNABLE TO GET NCIC REPORT ON VEHICLE
LJR/ Q7N25
LOJACK UNIT STATUS IS UNCERTAIN; NO ACTION BEING TAKEN

This final message is issued when the LoJack System has been unable to get the information from NCIC it needs to perform its task, usually because NCIC or the communication link to NCIC is temporarily down. In this case, the message will be preceded by a quotation of material sent by the VCIN System and may contain additional information about the situation, such as the time NCIC is expected back on line.

Another cause of this message is that the LoJack System was unable to interpret the material received from NCIC; in this case, the message will have been preceded by a quotation of this material, so that the operator may make his/her own interpretation.

PAM 29 Duplicate Query (LQ)

0716 12345 1510
LOJACK REPLY
LJR/ Q7N25
LOJACK SYSTEM ALREADY PROCESSING THIS REPLY CODE; PLEASE STAND BY

This message is not used in the current release.

PAM 30 System failure before QV (LQ)

0716 12345 1510
LOJACK REPLY
LJR/ Q7N25
LOJACK SYSTEM UNABLE TO PROCESS REQUEST

This message is not used in the current release.

PAM 31 System failure after QV (LQ)

0716 12345 1510
LOJACK REPLY
VEHICLE ID: VIN/1FRV162A9K990708 VMA/FORD VYR/97
NCIC STATUS OF VEHICLE NOT DETERMINED BY LOJACK
LJR/ Q7N25
LOJACK SYSTEM UNABLE TO CONTINUE PROCESSING REQUEST

This final message occurs when the LoJack System has not been able to issue an activate command for a LJU that should be activated because of some unexpected internal event or failure not covered by another message. The operator should try again soon, but should give up and report the problem if it persists to CMD1.

Benefits and Effectiveness Data

1. Benefits and effectiveness data is collected by the NCIC System to provide users with a means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction. Additional information can be found in the Other Transactions chapter.

2. Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.

3. When the NCIC System goes into statistics mode, the user will receive a $.S. STATISTICS MODE NOTIFICATION. While NCIC is in statistics mode, the user will be reminded to enter benefits data by receiving a $.R., TRANSMIT BENEFITS DATA NOTIFICATION, if benefits data was not included in the locate or clear transaction.

4. If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD). Additional details can be found in the Other Transactions chapter of this manual.

5. Property and Person: Locate and Clear Transactions

   Benefits data is not collected for serialized securities and articles. When a record is cleared, canceled, or located, the RPP (property) or RPS (person) should be provided in the transaction. This gives the reason for record removal. If not included in a clear or a locate transaction when the System is in statistics mode, the agency removing the record receives a $.R. notification and then must perform the CRBD or LRBD as defined above. If the RPP or the RPS Field is filled out, then additional fields may be entered. The rules for benefits data entry are summarized in the following table:

FIELD NAME	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE	POSSIBLE VALUES
Reason for Property Record Removal	RPP	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY RECOVERED
Reason for Person Record Removal	RPS	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY LOCATED PREVIOUSLY IDENTIFIED**
Persons Armed	PAR	1-1	N	Contains the Code 1, 2, or 3: 1 = Yes 2 = No 3 = Not Available. Can be entered only if RPS is entered.

Wanted/Missing Person Hit Results	HIT*	1-2	N	Can be one or two of the following: 1 = Subject arrested on charge in wanted person record 2 = Subject arrested on charge other than charge in hit record 3 = Detainer filed 4 = Held for extradition 5 = Held for another jurisdiction after confirmation of missing status*** 6 = Released - Wanting agency refused to extradite 7 = Released - Agency holding missing person report can provide no follow up in case of adult or where parents refuse to take custody of missing juvenile*** 8 = Released - Unable to confirm missing status*** 9 = Released - Unable to confirm wanted status Can be entered only if RPS is entered.
Number of Persons Apprehended	NPA*	1-3	N	Count of persons arrested as a result of recovering stolen article in record being located. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Number of Missing Persons Found	NPF*	1-20	AN	If missing persons are found as a result of solving this case, one or more of the following codes may be entered: nnn represents the number of occurrences: nnnJI: Juvenile indexed in NCIC nnnJN: Juvenile not indexed in NCIC nnnOI: Other missing person indexed in NCIC nnnON: Other missing person not indexed in NCIC Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Property	VNP*	1-8	N	Fair market value (in whole dollars) of the article when it was recovered. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under “Data Type” A= Alpha N= Numeric

Value of Other Recovered Property	VOR*	1-8	N	Fair market value (in whole dollars) of the property recovered in addition to the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Contraband	VRC	1-8	N	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under "Data Type" A= Alpha N= Numeric
*Not applicable to unidentified persons.
** Unidentified person only.
***Missing person only.

6. Property and Person: Cancel Transaction

When canceling a record, the user is expected to enter a field explaining the reason the record was canceled. The RPP Field or RPS Field can have one of the following values on a cancel transaction:

1. CASE DROPPED
2. NOT STOLEN (property only)
3. NOT MISSING (missing person only)
4. WARRANT DISMISSED (wanted person only)
5. NOT WANTED (wanted person only)
6. PREVIOUSLY IDENTIFIED (unidentified person only)

No other benefits data fields are included in a cancel transaction.

7. Related Search (RSH)

a. The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), NCIC conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.

b. Agencies, which have in the past reused the same OCA on multiple records, may elect NOT to set the RSH Y in an inquiry. The NCIC System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.

c. Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number, which is expanded to 20 characters in NCIC.

DRIVERS STATUS

Page No.

QD. - Query Virginia Driver License File II-8-3
Example by Name II-8-4
Social Security Number II-8-6

QDP.- Query Virginia Driver License File without a complete DOB II-8-8

County and City Jurisdiction Codes II-8-5

Court Imposed Restricted "Operator" License II-8-9
DMV Disclosure Information II-8-1
Procedures for Attaching a DMV Image to a Wanted/Missing Person Record in NCIC/VCIN II-8-2

Restriction on Use of all DMV Information II-8-1

Test Record for Driver Status File II-8-2

DRIVERS TRANSCRIPT

QT. - Query Driver Transcript File II-8-11
Example II-8-12

Capabilities II-8-10

Dissemination II-8-10

Field Codes and Edits II-8-11

General Information II-8-10

Items Included in a Transcript II-8-14
Example II-8-13

Obtaining DMV Transcript by Mail II-8-1

Test Record for Driver Transcript File II-8-2

ADMINISTRATIVE LICENSE SUSPENSION

EALS. - Enter Administrative License Suspension II-8-19

QALS. - Retrieve a Copy of Administrative License Suspension Entry II-8-20

XALS. - Cancel Administrative License Suspension Entry II-8-21

Field Code and Edits II-8-18

DMV Disclosure Information

Under Section §2.2-3806 *Code of Virginia*, the Department of Motor Vehicles is authorized to release all inquiries made against the driver or registration files to the person of record or his/her representative upon request.

To prevent unwanted disclosure of criminal investigation inquiries, the message field code of "PUR" should be used when conducting DMV driver file queries: QD, QT, QDP, and QNAM. When obtaining DMV information as part of a criminal investigation, enter a "C" for criminal investigation. Then no disclosure of the inquiry shall be made to the person of record or his/her representative as provided for in §2.2-3806 A (3) c of the *Code of Virginia*. If the DMV inquiry is for a traffic stop or other criminal justice administrative function in which disclosure of the inquiry would not jeopardize a criminal investigation, leave the field blank when you are using formatted screens or leave the "PUR" off if you are typing the format. When the field is omitted or left blank, the inquiry will be logged at DMV as a traffic/administrative inquiry and disclosure will be made upon request. **No VCIN Interface will be permitted to programmatically populate the PUR/ field of a QD, QT, QDP or QNAM transaction with "C".**

Obtaining Virginia DMV Transcripts

There are two ways of obtaining a Virginia Driver Transcript through the VCIN system.

If the officer needs the transcript immediately, will pick up at office, or wants the terminal operator to mail it to him/her, use the "QT" format in this section.

When an officer request a copy of a driver's transcript to be mailed to him/her and/or the commonwealth attorney by DMV, use the "QD" format in this section.

If there is more than one (1) record on file for the name and date of birth inquired on, you must use the operator's license number to request the record to be mailed.

Restriction on Use of all DMV Information

DMV driver information obtained through the VCIN system is for criminal justice use only. Driver license checks on criminal justice employees after employment must be obtained from DMV using the DL 20 forms. Non-criminal justice agencies or person must obtain information from DMV using DMV form DL20. The form may be obtained from any DMV branch office or the main office in Richmond.

The DMV images are to be used exclusively for criminal justice purposes unless specified otherwise.

The DMV information, including images will not be retained or used for any purpose other than the intended purpose for which it was obtained. The DMV information will not be used for public dissemination unless the subject of the image is known and verified to be the subject in question and the use is related to the purpose for which the image was obtained.

If the subject of the images meets the verification standard, permissible public dissemination will include use in a wanted poster, lineup targeted to the subject and their specific description, publicizing a missing person incident or an incident where the location of an offender would enhance public and officer safety. Random use of DMV images for line-ups or use of DMV images combined with local agency mugshot files is prohibited.

Procedures for Attaching a DMV Image to a Wanted/Missing Person Record in NCIC/VCIN

1. On the OpenFox Messenger terminal transmit a request for operator license status from DMV with the image indicator field (IMG) set to "Y".

2. Upon receipt of the reply from DMV reply go to the inbox at the top of the screen and **right** click on the DMV message that looks like this;

   DR STRINGBEA,LEROY DMV QD: SOC=T11111111 Jan 23, 2010 16:32:29 15

   a. Go down to "EXPORT" and left click on the word image

   b. When the save box comes up click on which file you want to save the photo in and the name you want to save it as.

      1. For example, create a file folder for each person file in the NCIC/VCIN system, wanted person, missing person, Violent Gang and Terrorist Organization File.

      2. When you have a photo to save, go to that file and file the photo under the warrant number or case number.

3. Open up the Image Folder on the left hand side of the OpenFox Messenger screen, click on "ENTER"

4. When the format opens up, fill in the required fields, click on import, go to the file where the photo is stored, and double click on the name that your agency named the photo, i.e. warrant number, case number, etc, this will move a copy of the photo to the enter image screen.

   a. On the "Enter Image" format screen, on the right a new form will open called "IMAGE FORMAT".

   b. Use your mouse to align the dotted white square around the part of the photo you want in the entry, then click ok.

   c. After you click "OK" this will put the photo in the form as it will appear when you inquire on the record in NCIC/VCIN system.

5. Click the "Submit" button on the "EIM NCIC/VCIN ENTER IMAGE" format screen and the photo will be transmitted to NCIC/VCIN wanted/missing person files.

Test Record for Driver Status and Transcript Files

SOC/D16700000795

NAM/WORKRECORD**,**TEST PURPOSE**.**DOB/19530228**.**SEX/M

SOC/T11111111

NAM/STRINGBEAN,LEROY TESTRECVSP

VIRGINIA DRIVER'S LICENSE INQUIRY

Message Use

The "QD." message is utilized to query the Virginia DMV driver's license file to obtain information concerning the status of a subject's driver license. It is also used to request a copy of subject's driving record be mailed to the officer and/or the commonwealth attorney. An inquiry by Name, DOB and SEX will also check NCIC and VCIN Wanted/Missing and other NCIC/VCIN Files. The NCIC/VCIN files will be checked by name, sex, race, date of birth, operator's license number and social security number when a driver inquiry is transmitted using the SOC field. Inquiry with the operator's license number in the SOC field may also include IMG/Y for a copy of the DMV photo.

FORMAT 304 and 305

QD.ORI.NAM.DOB.SEX.PUR.COB.CCA.COJ.IMG **or** QD.ORI.SOC.PUR.COB.CCA.COJ.IMG
(Image query by name is not currently available)

FIELD CODES AND EDITS

FIELD	CODE	EDITS
Name	NAM	Maximum of 35 characters. (Initial may be used in lieu of middle name.
Date of Birth	DOB	Eight numeric characters.
Sex	SEX	M = Male or F = Female
Social Security	SOC	Nine digits for SOC Number or twelve for drivers with duplicate SOC number or DMV assigned operator's license number.
Purpose	PUR	Enter "C" for a criminal investigation. Leave off for all other inquiries.
Code or Badge	COB	Maximum 4 characters. Must contain Number Officer Code or Badge Number of the individual requesting transcript be mailed. SP must use code number. Required if driver transcript is to be mailed to officer.
Commonwealth Attorney	CCA	Enter a "Y" if the Commonwealth Attorney is to receive a copy of transcript.
County or City of Jurisdiction	COJ	Use the three digit code for the jurisdiction of offense when a "Y" is entered into the CCA field and the ORI is a State Police or Federal ORI.
Image	IMG	Enter "Y" for yes. Can only be used on an OpenFox Messenger terminal or through an interface with image capability installed.

Example: (Name inquiry requesting status only from DMV)

Name Inquiry

QD.VAVSP0000.NAM/DOE,JOHN A.DOB/19480918.SEX/M

0501 73061 0846
DMV REPLY

QD.VAVSP0000.NAM/DOE,JOHN A.DOB/19480918.SEX/M
PREVIOUS HOV: 01 1998/04/03
DOE,JOHN, ADAM PREVIOUS DWI: 02 199703/01
8187 WARWICK RD PREVIOUS CMV VIOL:
RICHMOND, VA 23224 NOTICE OF SUSPENSION/REVOCATION RECEIVED BY ADDRESSEE
RAC/W. SEX/M. DOB/19480918. HGT/509. WGT/165. HAI/RD. EYE/BR. HO PERS SERV NOT MADE
SOC/227663198, RCN/D1585041497035996000 DRUNK BOATING: 4
DRIVER: EXP/2004/09/30
DRIVER LICENSE STATUS-LICENSED CLASS:NONE RESTR:NONE
ORGAN DONOR: N/A

If subject has a class or a restriction on license, the class or restriction will follow the above information.

Example: (Requesting a copy Driver Status for a criminal investigation.)

QD.VA0490000.NAM/DOE,JOHN A.DOB/19480916.SEX/M.PUR/C

OR

QD.VA0490000.SOC/T11111111.PUR/C

Example: (Requesting a copy of transcript be mailed to officer and the Commonwealth Attorney reference traffic stops)

QD.VAVSP0100.NAM/DOE,JOHN A.DOB/19480916.SEX/M.COB/1101.CCA/Y.COJ/048

OR

QD.VAVSP0100.SOC/T11111111.COB/1101.CCA/Y.COJ/048

Example: (DMV reply to a request with COB and/or CCA fields added)

0501 88123 0923
DMV REPLY

QD.VAVSP0100.SOC/T11111111.COB/1101.CCA/Y.COJ/048

VIRGINIA DMV TRANSCRIPT WILL BE PROCESSED AND MAILED

County or City Jurisdiction Codes

000	Arlington	049	King & Queen	134	Bedford
001	Accomack	050	King William	101	Bristol
002	Albemarle	051	Lancaster	102	Buena Vista
003	Alleghany	052	Lee	103	Charlottesville
004	Amelia	053	Loudoun	126	Chesapeake
005	Amherst	054	Louisa	104	Clifton Forge
006	Appomattox	055	Lunenburg	460	Colonial Beach
007	Augusta	056	Madison	105	Colonial Heights
008	Bath	057	Mathews	106	Covington
009	Bedford	058	Mecklenburg	107	Danville
010	Bland	059	Middlesex	135	Emporia
011	Botetourt	060	Montgomery	132	Fairfax
012	Brunswick	062	Nelson	108	Falls Church
013	Buchanan	063	New Kent	133	Franklin
014	Buckingham	065	Northampton	109	Fredericksburg
015	Campbell	066	Northumberland	110	Galax
016	Caroline	067	Nottoway	111	Hampton
017	Carroll	068	Orange	112	Harrisonburg
018	Charles City	069	Page	113	Hopewell
019	Charlotte	070	Patrick	136	Lexington
020	Chesterfield	071	Pittsylvania	114	Lynchburg
021	Clarke	072	Powhatan	138	Manassas
022	Craig	073	Prince Edward	139	Manassas Park
023	Culpeper	074	Prince George	115	Martinsville
024	Cumberland	076	Prince William	116	Newport News
025	Dickenson	077	Pulaski	117	Norfolk
026	Dinwiddie	078	Rappahannock	130	Norton
028	Essex	079	Richmond	118	Petersburg
029	Fairfax	080	Roanoke	143	Poquoson
030	Fauquier	081	Rockbridge	119	Portsmouth
031	Floyd	082	Rockingham	131	Radford
032	Fluvanna	083	Russell	120	Richmond
033	Franklin	084	Scott	121	Roanoke
034	Frederick	085	Shenandoah	137	Salem
035	Giles	086	Smyth	122	South Boston
036	Gloucester	087	Southampton	123	Staunton
037	Goochland	088	Spotsylvania	124	Suffolk
038	Grayson	089	Stafford	125	Virginia Beach
039	Greene	090	Surry	127	Waynesboro
040	Greensville	091	Sussex	461	West Point
041	Halifax	092	Tazewell	128	Williamsburg
042	Hanover	093	Warren	129	Winchester
043	Henrico	095	Washington	999	Unknown
044	Henry	096	Westmoreland		
045	Highland	097	Wise		
046	Isle of Wight	098	Wythe		
047	James City	099	York		
048	King George	100	Alexandria		

EXAMPLE: (Social Security Number (SOC) Inquiry for driver status)

0705 45826 0930
DMV REPLY

QD.VAVSP00H1.SOC/D16700000795

WORKRECORD,TEST,PRODUCTION PREVIOUS DWI: 06 2005/05/01
PO BOX 27412 PREVIOUS CMV VIOL

RICHMOND,VA 232697412 NOTICE OF SUSPENSION/REVOCATION RECEIVED BY ADDRESSEE
SEX/F. DOB/1965/11/20. HGT/505. WGT/145. HAI/BR. EYE/BR. HO PERS SERV NOT MADE
SOC/ T16700657 SSN: 111885555
DRIVER: EXP/
PREVIOUS DRIVING UNDER SUSPENSION/REVOCATION
REVOKED DUI 3RD 46.2-391
DRIVER LICENSE STATUS - REVOKED HABITU
COMMERCIAL DRIVER STATUS - REVOKED HABITU
MEDICAL CERT: SELF CERT:
DRIVER POINT BALANCE: 0
ORGAN DONOR: Y
VETERAN: N
PREVIOUS RBT: 01 2005/05/01

** NOTICE **
INFORMATION OBTAINED FROM VCIN MAY BE USED FOR
CRIMINAL JUSTICE PURPOSES ONLY.
MRI 145826 IN: VSP001 18993 AT 05JUL2012 09:30 OUT: HOWL 6 AT 05JUL2012 09:33

DMV DRIVER LICENSE NUMBER

DMV will issue a driver license number will be a nine position number beginning with the letter “T” followed by 3 digit location code and a five position sequence number. When all “T” have been issued, the number will automatically witch to “A” and then “B,” etc. The customer record may be accessed by their social security number, driver license number or name, date of birth and sex.

Additional Guidelines

1. If the inquiry is for a criminal investigations use the PUR/C in your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off.

2. When running a "QT" by name, omit any suffix such as JR., SR., or III, as including these will cause a "NOT ON FILE" response.

3. The response to a "QD." inquiry always indicates whether or not the subject's license is revoked, suspended, or disqualified.

4. The number of previous Driving While Intoxicated (DWI) conviction(s) within the last 10 years, including the date of the latest offense will appear to the right of the subject's address. The message "PREVIOUS CMV-VIOL" will display if customer has been convicted of a previous commercial motor vehicle violation.

5. When personal service of suspension/revocation notice(s) has been made, the following message will be displayed in the same location as the "Driving While Intoxicated" (DWI) statement.

...NOTICE OF SUSPENSION/REVOCATION RECEIVED BY ADDRESSEE...

When personal service of disqualification notice has been made, the following message will be displayed separately.

...NOTICE OF DISQUALIFICATION RECEIVED BY ADDRESSEE...

Example for Special Note #5

QD.VAVSP00H1.SOC/111111111

0520 87085 1043
DMV REPLY

QD.VAVSP00H1.SOC/111111111

BAKER,JAMES, PREVIOUS DWI: 00
1419 SOUTHLAWN AVE

RICHMOND,VA 23224 NOTICE OF SUSPENSION/REVOCATION RECEIVED BY ADDRESSEE
SEX/M. DOB/1957/04/06. HGT/ . WGT/ . HAI/ . EYE/ .
SOC/ 111111111
DRIVER: EXP/
DRIVER LICENSE STATUS - SUSPENDED
DRIVER POINT BALANCE: 0
ORGAN DONOR:
VETERAN: N

** NOTICE **
INFORMATION OBTAINED FROM VCIN MAY BE USED FOR
CRIMINAL JUSTICE PURPOSES ONLY.
MRI 187085 IN: VSP001 20579 AT 20MAY2013 10:43 OUT: HOWL 6 AT 20MAY2013 10:43

Format 475 (By name when the complete DOB is unknown)

QDP.ORI.NAM.DOB/,,.SEX.PUR

FIELD CODES AND EDITS

FIELD	CODE	EDITS
Name	NAM	Maximum of 35 characters. (Initial may be used in lieu of middle name.
Date of Birth	DOB	Must contain century and year of birth followed by two (2) commas (,,).
Sex	SEX	M = Male or F = Female
Purpose	PUR	Enter "C" for a criminal investigation. Leave off for all other inquiries.

Example

QDP.VAVSP0000.NAM/KELLY,JOHN A.DOB/1933,,.SEX/M

Special Notes:

1. Virginia DMV will reply with all records on file same name, sex, and year of birth.

2. When running a "QT" by name, omit any suffix such as JR., SR., or III, as including these will cause a "NOT ON FILE" response.

3. If the inquiry is for a criminal investigation, use the PUR/C in your format. When the inquiry is for a traffic stop or other criminal justice administrative function, leave the PUR/C off.

Court Imposed Restricted Driver's License

A restricted license is issued to persons assigned to the alcohol safety action program (ASAP) in Virginia. Persons holding such licenses may be restricted to one or a combination of the following restrictions:

A. Travel to and from place of employment.
B. Travel to and from ASAP meetings.
C. Travel during hours of employment where operation of motor vehicle is necessary incident to such employment.
D. To and from school (Juvenile).

"Restricted ASAP" will be stamped in bold red print diagonally across the front of the license. For 3 year restricted license issued to habitual offenders, "HO Restricted" will be stamped in bold red print diagonally across the front of the license.

DRIVER TRANSCRIPT FILE

General Information

The driving record transcripts that will be returned over the VCIN system will be prefixed with one line of input information keyed by the operator. This information will be used to identify the request and the requester. The transcript will be unrestricted and be of the same format/content that the officer/trooper would receive if the transcript was obtained from a DMV Branch Office.

Capabilities

The "QT" will enable the requester to receive a response back over the VCIN system at the time of the request. The information provided by this query will expand upon that information provided in response to a "QD" message.

Dissemination

A terminal operator receiving a "QT" message from DMV may transmit as much of the transcript as the requesting officer/trooper needs to serve the purpose for which it has been requested.

Retention of DMV Transcript Records

The transcript shall be destroyed when it has served the purpose for which it was originally requested.

QT (Query Transcript)

Message Use

The "QT" message is used to query the Virginia DMV Driver's License File for an Expanded Unrestricted Transcript of the subject's driving record.

Format 306 and 307

QT.ORI.NAM.DOB.SEX.REQ.PUR **or** QT.ORI.SOC.REQ.PUR

FIELD CODES AND EDITS

FIELD	CODE	EDITS
Name	NAM	Maximum of 35 characters. Initial may be used in lieu of middle name.
Date of Birth	DOB	Eight numeric characters.
Sex	SEX	M = Male or F = Female
Social Security	SOC	Nine digits for SOC Number or twelve for drivers with duplicate SOC number or DMV assigned operator's license number.
Requester	REQ	Maximum 20 characters. Must contain rank or title, initials and last name of the individual requesting transcript. (Required)
Purpose	PUR	Enter "C" for a criminal investigation. Leave off for all other inquiries.

Additional Guidelines:

1. When running a "QT" by name, omit any suffix such as JR., SR., or III, as including these will cause a "NOT ON FILE" response.

Example: (By SOC field for traffic or criminal justice admin. inquiry)

0705 52454 0944
DMV REPLY

QT.VAVSP00H1.SOC/T11111111.REQ/J L HOWELL

TRANSCRIPT OF DRIVER HISTORY RECORD AS OF 2012/07/05
LAW ENFORCEMENT PAGE 1

REQUESTED FOR: TRIAL DATE REQUEST RECEIVED
J L HOWELL

REQUESTED BY: TRIAL DATE REQUEST RECEIVED
J L HOWELL

*** ATTENTION: FR REQUIRED - DOUBLE MINIMUM LIMITS FR44 ***

*** ATTENTION: PREVIOUS DWI ***

*** ATTENTION: PREVIOUS CMV VIOLATION ***

STRINGBEAN, LEROY TESTRECVSP BIRTH DATE: 1948/09/16 SEX: MALE
2300 W BROAD ST RM 509 WEIGHT: 165 HEIGHT: 6 09
RICHMOND, VA 23269-0999 EYES: BROWN HAIR: BROWN
RESIDENT JURISDICTION: RICHMOND CITY VETRAN: Y

CUSTOMER NUMBER: T11-11-1111

DRIVER LICENSE STATUS: REVOKED
COMMERCIAL DRIVER STATUS: DISQUALIFIED DRIVER POINT BALANCE: 0

THIS IS TO CERTIFY, IN ACCORDANCE WITH SECTION 46.2-215 OF THE CODE OF VIRGINIA, THAT THIS MACHINE PRODUCED TRANSCRIPT, TRANSMITTED BY ELECTRONIC MEANS TO J L HOWELL IS AN ACCURATE DEPICTION OF THE DRIVING RECORD OF STRINGBEAN, LEROY TESTRECVSP, DL NO, T11-11-1111, AS MAINTAINED BY THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES AS OF THE DATE PRINTED ABOVE; AND THAT ALL NOTICE OF ORDERS INDICATING PERSONAL DELIVERY TO THE DRIVER WERE SENT AND RECEIVED BY THE DRIVER PURSUANT TO SECTION 46.2-416 OF THE CODE OF VIRGINIA.

RICHARD D. HOLCOMB
COMMISSIONER

PLEASE NOTE: IT IS UNLAWFUL TO USE THE INFORMATION FURNISHED ON THIS TRANSCRIPT FOR ANY PURPOSE OTHER THAN THAT STATED AS YOUR REASON.

THIS ENDS TRANSMISSION.

Example: (By SOC for criminal investigation)

QT.VAVSP00H1.SOC/111111111.REQ/ANALYST J L HOWELL.PUR/C

ABSTRACT OF DRIVER HISTORY RECORD
LAW ENFORCEMENT

1 ABSTRACT OF DRIVER HISTORY RECORD AS OF 07/01/95
2 LAW ENFORCEMENT
3 TRIAL DATE REQUEST RECEIVED **5** REQUESTED BY:
OO/OO/OO **4** OO/OO/OO M RHYNE
6 *** ATTENTION: PREVIOUS DWI ***
7 *** ATTENTION: PREVIOUS CMV VIOLATION ***
8 WORKRECORD, CSS A **9** BIRTH DATE: 1943/09/17 SEX: MALE
1923498 WEEPING WILLOW TRAIL WEIGHT: 200 HEIGHT: 6 03
BLDG 5 APT 23 EYES: BLUE HAIR: BLOND
RICHMOND, VA 23220
10 RESIDENT JURISDICTION: RICHMOND CITY
11 CUSTOMER NUMBER: 226-46-9867
DRIVER LICENSE STATUS: LICENSED **13** COURT RESTRICTION(S): YES
12 COMMERCIAL DRIVER STATUS: DISQUALIFIED **14** DRIVER POINT BALANCE:-7
CDL INSTR PERMIT STATUS: DISQUALIFIED

15 CURRENT LICENSE	DATE ISSUED	1999/05/29 EXPIRES: 2004/09/30
	LICENSE TYPE:	COMMERCIAL DRIVER ISSUE TYPE: ORIGINAL
	CLASS:	B VEH GVWR>26000 OR TOWING VEH <10000 LBS
	ENDORSEMENTS:	NONE
	RESTRICTIONS:	NONE
16 CURRENT PERMIT	DATE ISSUED:	1999/05/29 EXPIRES: 2004/05/29
	LICENSE TYPE:	CDL INSTRUCTION ISSUE TYPE: ORIGINAL
	CLASS:	B VEH GVWR>26000 OR TOWING VEH <10000 LBS
	ENDORSEMENTS:	P PASSENGER
		S SCHOOL BUS
	RESTRICTIONS:	NONE
17 CONVICTED	ON /1991/06/15 SP-15 MPH ABOVE SP LMT-CMV	OFF: 1991/06/01
	GENERAL DISTRICT COURT HENRICO COUNTY	
	DEMERIT PTS: 4 CODE SECTION: 46.2-341.20	
	COMMERCIAL VEHICLE	
18 DISQUAL	EFF: 1991/06/25 TERM:	FOR 60 DAY DISQUALIFICATION
	CONVICTION: 1991/06/15 GENERAL DISTRICT COURT HENRICO COUNTY	
19 CONVICTED	ON 1991/05/24 RD - PASS TWO VEH ABREAST	OFF: 1991/03/15
	GENERAL DISTRICT COURT HENRICO COUNTY	
	DEMERIT PTS: 3 CODE SECTION: 46.2-856	
	COMMERCIAL VEHICLE	
20 CONVICTED	ON 1985/05/01 DRIVING WHILE INTOX, 1ST	OFF: 1985/04/01
	GENERAL DISTRICT COURT HENRICO COUNTY	
	DEMERIT PTS: 0 CODE SECTION: 18.2-266	
	SUSP PERIOD: 6 MONTHS	

21 THIS IS TO CERTIFY, IN ACCORDANCE WITH SECTION 46.2-215 OF THE CODE OF VIRGINIA, THAT THIS MACHINE PRODUCED TRANSCRIPT, TRANSMITTED BY ELECTRONIC MEANS TO M A RHYNE IS AN ACCURATE DEPICTION OF THE DRIVING RECORD OF WORKRECORD, CSS A, DL NO, 226-46-9867, AS MAINTAINED BY THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES AS OF THE DATE PRINTED ABOVE.

RICHARD D HOLCOMB,
COMMISSIONER

22 THIS ENDS TRANSMISSION.

ABSTRACT OF DRIVER HISTORY RECORD
LAW ENFORCEMENT

1. **ABSTRACT OF DRIVER HISTORY RECORD**

- Identifies this as a Driver History Record.
- Indicates the date the transcript was printed.

2. **TYPE OF TRANSCRIPT**

- Law Enforcement -- complete Driver History Record of transcript date.

3. **TRIAL DATE**

- VCIN date will be 00/00/00.

4. **REQUEST RECEIVED**

- VCIN date will be 00/00/00.

5. **REQUESTED BY**

- Requester's name.

6. *****ATTENTION: PREVIOUS DWI*****

- Note that record contains a previous DWI conviction.

7. *****ATTENTION: PREVIOUS CMV VIOLATION*****

- Note that record contains a previous CMV violation.

8. **NAME AND ADDRESS OF CUSTOMER**

- Name and primary address (usually mailing address) of customer as it appears on the Driver Data Base.

9. **PERSONAL INFORMATION AND DESCRIPTION**

- Date of birth, sex, weight, height, eye and hair color of the customer.

10. **RESIDENT JURISDICTION**

- Virginia county/city or a foreign state resident.

11. **CUSTOMER NUMBER**

- Customer's social security number or a number assigned by DMV.

12. **DRIVER LICENSE / COMMERCIAL DRIVER / CDL INSTR PERMIT STATUS**

- Status of driver's privilege.
(Example: LICENSED, REVOKED)

13. **COURT RESTRICTION (S)**

- Note that record contains court restrictions, if applicable.

14. **DRIVER IMPROVEMENT POINT BALANCE**

- Tally of demerit and safe driving points.

15. **CURRENT LICENSE**

- Identifies license information on the Driver Data Base.
(Licenses issued in the current license cycle and one prior cycle will be listed in sequence starting with the most recent license issued.)

- DATE ISSUED: Issue date of license.
- EXPIRES: Expiration date of license.
- LICENSE TYPE: Type of license.(Example: COMMERCIAL, INSTRUCTION)
- ISSUE TYPE: Type of license issued.(Issued types are: ORIGINAL, DUPLICATE, RENEWAL and REISSUE)
- CLASS: Driver license classifications.
(Examples: MOTORCYCLES, SINGLE VEH WITH GVWR OF 26001 OR MORE)
- ENDORSEMENTS: Commercial Driver License endorsements.
(Examples: SCHOOL BUS, HAZARDOUS MATERIALS)
- RESTRICTIONS: Customer's required restrictions.
(Examples: CORRECTIVE LENSES, HAND CONTROL BRAKE)

16. **CURRENT PERMIT**

- Identifies instruction permit information on the Driver Data Base.

- DATE ISSUED: Issue date of license.
- EXPIRES: Expiration date of license.
- LICENSE TYPE: Type of license. (Examples: COMMERCIAL, INSTRUCTION)
- ISSUE TYPE: Type of license issued. (Issue types are: ORIGINAL, DUPLICATE, RENEWAL and REISSUE)
- CLASS: Driver license classifications. (Examples: MOTORCYCLES, SINGLE VEH WITH GVWR OF 26001 OR MORE)
- ENDORSEMENTS: Commercial Driver License endorsements. (Examples: SCHOOL BUS, HAZARDOUS MATERIALS)
- RESTRICTIONS: Customer's required restrictions. (Examples: CORRECTIVE LENSES, HAND CONTROL BRAKE)

17. **CONVICTED**

- CONVICTED ON -- Date of conviction and type of conviction.
- OFF: Date customer committed the violation (offense).
- Type of court and jurisdiction in which customer was tried and convicted.
- DEMERIT PTS: Demerit points assessed for this conviction.
- CODE SECTION: The section of the Code of Virginia that subject was convicted under. (No code will be displayed for out-of-state convictions.)
- COMMERCIAL VEHICLE -- Indicates that the offense occurred in a commercial vehicle. (HAZARDOUS MATERIALS could also be noted, if applicable.)

18. **DISQUAL**

- Indicates disqualification from the Commercial Driver privilege.

- EFF: Date disqualification was issued and became effective.
- TERM: Date period of disqualification terminates.
- FOR -- Reason for disqualification.
- CONVICTION -- Date of conviction and type of court and jurisdiction in which customer was tried and convicted.

19. **CONVICTED**

- Refer to number 17

20. **CONVICTED**

- CONVICTED ON -- Date of conviction and type of conviction.
- OFF: Date customer committed the violation (offense).
- Type of court and jurisdiction in which customer was tried and convicted.
- DEMERIT PTS: Demerit points assessed for this conviction.
- CODE SECTION: The section of the Code of Virginia that subject was convicted under. (No code will be displayed for out-of-state convictions.)
- SUSP PERIOD: Period of time license was suspended by the court.

21. **CERTIFICATION**

- DMV's certification that this is an accurate transcript.

22. **THIS ENDS TRANSMISSION.**

- Indicates this is the last page of the transcript.

ABSTRACT OF DRIVER HISTORY RECORD (No Record Response)

QT.VAVSP00H1.SOC/999887777.REQ/TPR M A RHYNE

0901 12345 1601
DMV REPLY

QT.VAVSP00H1.SOC/999887777.REQ/M RHYNE

ABSTRACT OF DRIVER HISTORY RECORD AS OF 09/01/91
LAW ENFORCEMENT

TRIAL DATE	REQUEST RECEIVED	REQUESTED BY:
00/00/00	00/00/00	TPR M A RHYNE

23. NO RECORD FOUND ON INFORMATION FURNISHED: 999-88-7777

THIS IS TO CERTIFY, IN ACCORDANCE WITH SECTION 46.2-215 OF THE CODE OF VIRGINIA, THAT THIS MACHINE PRODUCED TRANSCRIPT, TRANSMITTED BY ELECTRONIC MEANS, DOES NOT CONTAIN A RECORD ON THE INFORMATION FURNISHED TO THE DEPARTMENT OF MOTOR VEHICLES AS OF THE DATE PRINTED ABOVE.

RICHARD D HOLCOMB,
COMMISSIONER

THIS ENDS TRANSMISSION.

Administrative License Suspension Field Codes and Edits

Field	Code	Edits
NAME	NAM	Maximum of 35 characters. (Required)
Date of Birth	DOB	Must be a valid CCYYMMDD date. (Required)
Sex	SEX	Must be M for male, F for female. (Required)
Address, Street	AST	Street, rural route and box, or Post office Box on license. (Not Required)
Address City, State	ACS	The city, state, and zip of address with a comma between city and state and a space between state and zip code. The state codes in *NCIC Code Manual* must be used. The zip will be only the first five (5) digits of the zip.(Required)
Operators License NBR	OLN	If used the OLS must also be used. (Not Required)
Operators License State	OLS	Can only be used if the OLN field is used. (Required if OLN is used)
Date Operators License	DLT	Date operator's license taken must be valid CCYYMMDD. Was Taken (Required)
Time Operators License Was Taken	TLT	Time operator's license taken, must be valid HHMM. (Required)
Reason Operators License Was Taken	RLT	Reason operator license was taken. R = REFUSE BREATH TEST 7 DAYS SUSPENSION S = REFUSE BREATH TEST 60 DAYS SUSPENSION T = REFUSE BREATH TEST INDEFINITE SUSPENSION B = DRIVE UNDER THE INFLUENCE 7 DAY SUSPENSION C = DRIVE UNDER THE INFLUENCE 60 DAYS SUSPENSION D = DRIVE UNDER THE INFLUENCE INDEFINITE SUSPENSION
Date of Offense	DOF	Must be a valid date entered in CCYYMMDD order. (Required)
Court Jurisdiction Code	CJC	Must be a valid court numeric 3 position code. (Required)
Court Type	CTP	Must be DIS or JUV. (Required)
Arresting Office's Name	AOF	Must be arresting officer's rank, first & middle initials, and last name. (Required)

EALS.
ENTER ADMINISTRATIVE LICENSE SUSPENSION

Format: 459

EALS.ORI (9).NAM (30).DOB (6).SEX (1).AST (30).ACS (30).OLN (20).OLS (2).
DLT (8).TLT (4).RLT (1).DOF (8).CJC (3).CTP (3).AOF (30)

Example:

EALS.VAVSP0100.DOE,JOHN ADAM.19561212.M.1234 LITTLEFOOT STREET.
CHESTERFIELD,VA 23832.123456789.VA.19990501.1610.R.19990501.020.
DIS.TPR J B JONES

0502 12345 1630
DMV REPLY

ALS ADD RECEIVED. DOCUMENT #:020DIS950000001

Additional Guidelines:

1. All transactions will be placed into a hold file at DMV where they will be processed in a batch mode hourly to the driver file.

2. The driver transcript file will retain the information from the EALS entry for two years. The driver status file will retain the information for seven days.

3. If the name does not match a DMV record, the transaction will default to a terminal at DMV and they will enter the transaction.

QALS.

RETRIEVE A COPY OF YOUR ADMINISTRATIVE LICENSE SUSPENSION ENTRY (EALS).

Format: 460 and 461

QALS.ORI (9).NAM (30).DOB (8).SEX (1) or QALS.ORI (9).NAM (30).DCN (15)

Example:

QALS.VAVSP0100.NAM/DOE,JOHN ADAM.DCN/020DIS950000001

0502 23456 1645
DMV REPLY

INQUIRY RECEIVED
EALS.VAVSP00H1.DOE,JOHN ADAM.19561212.M.1234 LITTLEFOOT STREET.
CHESTERFIELD,VA 23832.123456789.VA.19990501.1610.R.19990501.020.
DIS.TPR J B JONES.DOCUMENT # 020DIS950000001

Additional Guidelines:

1. If upon review of your entry you discover a mistake in the transaction, you will have to cancel the transaction (XALS) and reenter the EALS transaction.

2. The DMV document control number (DCN) must be a valid court Jurisdiction code, court type, year, and sequence number as was returned from the EALS entry transaction.

3. The name must match the name in the record, i.e. the record is entered with a last, first, middle name, than the inquiry must have last, first, and middle name.

XALS.

CANCEL ADMINISTRATIVE LICENSE SUSPENSION

Format: 462

XALS.ORI (9).NAM (30).DCN (15)

Example:

XALS.VAVSP0100.NAM/DOE,JOHN ADAM.DCN/020DIS950000001

0502 16789 1700
DMV REPLY

ALS DELETE RECEIVED. DOCUMENT # : 020DIS950000001

Additional Guidelines:

1. The DMV document control number (DCN) must be a valid court Jurisdiction code, court type, year, and sequence number as was returned from the EALS entry transaction.

2. The delete transaction will remove the added transaction from the hold file or from the DMV customer record if the added transaction has already been processed.

Page No.

Policies Governing Computerized Criminal History File II-9-2
Access and Dissemination II-9-2
Control of Terminal Devices II-9-3
Information Review II-9-3
Quality Control II-9-4
Responsibility and Authority II-9-2
System Operation II-9-4

Procedure and Regulations Governing Computerized Criminal History II-9-5
Access and Dissemination II-9-5
Quality Control II-9-10
System Operation II-9-9

QH Query VCIN/CCH and NCIC/III Index Name Files and VCIN Sex Offender Registry File II-9-20
VA.QH Query VCIN/CCH Name Index File only II-9-20
QR Query Criminal History File(s) by SID or FBI Number II-9-22
VA.QR Query VCIN/CCH File only by SID Number II-9-23
QSID Query VCIN Criminal History File by SID Number (For Names and DOBs listed to SID) II-9-26
AQ Supplemental/Local Record Check II-9-27
AR Reply to AQ Request II-9-28

Inquiry Responses (QR) VCIN II-9-24
NCIC II-9-22

Introduction to Query VCIN/CCH and NCIC/III II-9-16

VCIN/CCH File
Access II-9-15
Accountability for Receipt, Destruction, Dissemination of CCH Records II-9-15
Attention Field II-9-16
Benefits of CCH File II-9-15
Contents of VCIN/CCH File II-9-14
Court Order of Expungement of Record II-9-12
Description of VCIN/CCH File II-9-14
Dissemination of Criminal History Records II-9-30
Dissemination of Criminal History Records by Commonwealth Attorney to Defense Counsel II-9-13
Logging Format Example for Secondary Dissemination II-9-7
Penalties for Unlawful Action II-9-30
Purpose II-9-14
Purpose Code II-9-17
Retention of Records II-9-30
Request by non-criminal justice agencies II-9-8
Use II-9-15

Page No.

NCIC/III File
- Additional Information II-9-34
- Character Set (NCIC Recognized Characters) II-9-36
- Criminal History Record Request (QR) II-9-35
- Individual Access, Review, and Challenge II-9-31
- Inquiry to Determine if a III Record Exist (QH) II-9-32
- Participating States in the III System II-9-36
- Requirements for QH Inquiry II-9-33
- Security Access, Confidentiality of Criminal History II Records Information II-9-31
- System Overview II-9-31

POLICIES GOVERNING THE CONFIDENTIALITY AND SECURITY

OF COMPUTERIZED CRIMINAL HISTORY DATA

ON THE VIRGINIA CRIMINAL INFORMATION NETWORK (VCIN)

and

PROCEDURES AND REGULATIONS GOVERNING THE CONFIDENTIALITY AND SECURITY

OF COMPUTERIZED CRIMINAL HISTORY DATA

ON THE VIRGINIA CRIMINAL INFORMATION NETWORK (VCIN)

The Policies Governing the Confidentiality and Security of Computerized Criminal History Data on the Virginia Criminal Information Network (VCIN) and the Procedures and Regulations Governing the Confidentiality and Security of Computerized Criminal History Data on the Virginia Criminal Information Network (VCIN) are designed to safeguard Computerized Criminal History (CCH) data maintained on the Virginia Criminal Information Network (VCIN).

Policies of the National Crime Information Center (NCIC) and the Crime Control Act (referring to systems receiving support from the Law Enforcement Assistance Administration) demand that computerized criminal histories on the VCIN system be considered confidential information. Their dissemination must be controlled and the security of the system carrying the histories must be insured.

The Code of Virginia and the U. S. Crime Control Act require that individuals be allowed to review and contest the accuracy of their criminal history records in the Central Criminal Records Exchange through the Department of State Police. NCIC policies list similar requirements.

The following policies, procedures, and regulations fix responsibility within the VCIN/CCH system by establishing criteria for dissemination, providing for record review, listing minimum standards for system operation, and maintaining quality control. These policies guarantee the confidentiality and protection of data and the right of the individual to review and contest his/her record in the Central Criminal Records Exchange through the Department of State Police.

These policies, procedures, and regulations pertain only to criminal histories in the VCIN/CCH system. They do not pertain to the records maintained by individual law enforcement agencies, except those records reported to CCRE.

I. POLICIES GOVERNING THE CONFIDENTIALITY AND SECURITY OF COMPUTERIZED CRIMINAL HISTORY (CCH) DATA IN THE VIRGINIA CRIMINAL INFORMATION NETWORK (VCIN)

A. Responsibility and Authority

1. The security of the VCIN/CCH system and the confidentiality of the information maintained in the system are the responsibility of the Superintendent of State Police.

2. The Superintendent is empowered to promulgate and implement system standards, rules, and regulations concerning the VCIN system.

3. The Superintendent has the authority to terminate service to or otherwise limit participation in the system by agencies which fail to comply with established rules and regulations.

4. The Superintendent has the sole authority to grant direct access, in accordance with law, to the VCIN/CCH system and to permit the dissemination of VCIN/CCH data in accordance with the policies established in this section.

5. The Superintendent is responsible for the training of system personnel and for public education in the security of the system and the confidentiality of the information contained therein.

B. Access and Dissemination

1. Direct access via terminal device to the VCIN/CCH system will be restricted to bona fide criminal justice agencies as listed below.

   a. Police forces and departments at all governmental levels that are responsible for enforcement of general criminal laws.

   b. Prosecutive agencies and departments at all levels.

   c. Courts at all governmental levels with a criminal or equivalent jurisdiction.

   d. Correction departments at all government levels, including corrective institutions.

   e. Probation and Parole commissions and agencies at all governmental levels.

   f. State criminal justice agencies, which have responsibility for the development and operation of a criminal justice information system.

   g. Such other agencies as are or may be provided by law.

2. Agencies eligible for direct access must enter into a Computerized Criminal History Users Agreement with the Department of State Police. The Department of State Police will monitor adherence to this agreement.

3. Direct access to VCIN/CCH data will be restricted to agencies as defined in Section I, B, for use in the pursuit of bona fide and necessary criminal justice activities only. The basis for restrictions 2 and 3 are taken in part from the National Crime Information Center (NCIC) Computerized Criminal History Program Background, Concept and Policy, as Approved by NCIC Advisory Policy Board. For the purpose of this requirement, management control is defined in the referenced document.

4. Dissemination or use of information about an individual shall be dependent upon adequate identification of the individual to whom the information refers.

    a. For technical purposes, adequate identification shall be considered to be name, alias, or other direct or indirect identifier.

    b. For use other than by the arresting or investigating agency, positive fingerprint identification will be considered adequate identification.

    c. All users of criminal justice information accessed through the VCIN/CCH system must be made aware of the possibilities of error in identification and of the importance of proper identification of persons to whom records refer.

    d. Each dissemination of information from VCIN/CCH automated files shall be recorded by the Department of State Police and/or by the terminal agency for the protection of the individual.

5. The agency head of any agency receiving VCIN/CCH information, either directly or indirectly, is ultimately responsible for preserving the confidentiality of that information in accordance with these policies.

C. Control of Terminal Devices and Other Equipment Used to Access VCIN/CCH Information.

1. All computers, electronic switches, and manual terminals interfaced with the VCIN/CCH system and used in connection with the direct access of automated VCIN/CCH information must be under the management control of a criminal justice agency authorized to access VCIN/CCH information.

D. Information Review

1. Any individual upon positive fingerprint identification and formal request in person or through an authorized representative has the right to review VCIN/CCH information relating to the individual. The Department of State Police shall make available to the individual such record upon presentation of fingerprint identification.

2. The Department of State Police shall inform the individual reviewing his/her record of his/her right to challenge the contents of that record and of the procedure by which they may do so.

    a. The Department of State Police shall render reasonable assistance to all citizens in processing challenges if lodged and shall make every effort to examine records in the Central Criminal Records Exchange's possession when they might bear upon the individual's challenge.

b. When records are determined to be incorrect, the Central Criminal Records Exchange shall make every reasonable effort to correct their records and to inform all known recipients of records of the corrections to be made.

E. System Operation

1. The VCIN/CCH computer at the Department of State Police will be maintained in a physically secure area. Such security shall include:

   a. The maintenance of all equipment and relevant files in areas safe from illegal intrusion, vandalism, and natural disasters.

   b. Adequate locking devices on entry doors or other openings to such equipment.

   c. The maintenance of limited access standards for physical entrance to the center and for personnel entering the computer room.

   d. The maintenance of lists of all those having access to the computer room.

2. System software will be designed to eliminate to the extent possible improper access to or alteration of VCIN/CCH information.

   a. System software will be designed to require proper terminal identification of all users.

   b. System software and hardware will be designed to restrict access to data files and to control access to information within the data files by remote terminals.

   c. Software will monitor and report attempts to bypass system security software.

All agencies participating in the VCIN/CCH system, including the Department of State Police, will adequately train and supervise staff members who will be accessors and controllers of VCIN/CCH information. All agencies shall acquaint their entire staff with the necessity for the proper handling of information sent or received on the VCIN/CCH system, including access, dissemination, and use of that information.

F. Quality Control

1. The Department of State Police and user agencies will make every effort to inculcate in their staffs the necessity for accurate information and proper system use. Such efforts will include:

   a. Training of State Police staff, including indoctrination of personnel in the importance of the confidentiality of criminal records and the penalties for improper dissemination.

   b. State Police aid and user agency programs for staff training. Such training will include indoctrination of personnel in the importance of the preservation of the confidentiality of criminal records and the penalties for improper use.

2. The Department of State Police will monitor all uses of the VCIN/CCH files. Such monitoring shall be undertaken on a continuous basis to allow for immediate detection of system misuse or malfunction.

3. The Department of State Police will conduct a self-audit and shall audit all user agencies with regard to total system and terminal operation, including security provisions, personnel policies, practices, and difficulties. Audits will be conducted in a formal manner with written reports being submitted in connection with each audit. Discrepancies, if any, will be reported and action necessary to correct the problem(s) will be taken by the Department of State Police or the terminal agency.

II. PROCEDURES AND REGULATIONS GOVERNING THE CONFIDENTIALITY AND SECURITY OF COMPUTERIZED CRIMINAL HISTORY (CCH) DATA IN THE VIRGINIA CRIMINAL INFORMATION NETWORK (VCIN)

A. Access and Dissemination

1. Request for Terminal Access

a. Agencies eligible to receive VCIN/CCH data via direct terminal access under Section I, B, of the VCIN/CCH policies may request a Computerized Criminal History Users Agreement form from the Criminal Justice Information Services Division Officer at the Department of State Police.

b. To receive VCIN/CCH service, agencies must submit a completed Computerized Criminal History Users Agreement form signed by the agency's chief administrative officer to the Superintendent of State Police. This completed form serves as a request for VCIN/CCH participation.

2. Review of Request for Access

a. A VCIN/CCH representative shall conduct an on-site inspection of the agency in accordance with these regulations. He/she shall submit his/her recommendations in writing to the Criminal Justice Information Services Division Officer.

b. Within fifteen (15) days of the receipt of the representative's recommendation, the Superintendent shall inform the applicant of the approval or denial of the applicant's request.

(1) Approval of request: Immediately following the Superintendent's approval of the agency's request, the Superintendent shall:

(a) Notify the Criminal Justice Information Services Division Officer to take necessary action to place the agency on the VCIN/CCH system.

(b) Sign the original and the copy of the Computerized Criminal History Users Agreement and return the copy to the applicant. The original shall be maintained in a file established for that purpose.

(2) Denial of request: The Superintendent's denial of a request shall be accompanied by a written statement of the specific reasons for denial and an outline of the steps the agency must take to satisfactorily meet VCIN/CCH participation requirements. In cases of denial, the applicant's submitted documents shall remain on file with the Department of State Police.

c. Resubmission of applicant request: The Superintendent shall accept resubmitted applications after denial, when the applicant has corrected deficiencies listed with the denial. Upon submission of such request, the Superintendent shall initiate and follow through the process established for the receipt of the original applicant agency request.

3. Dissemination and Use

a. Only agencies holding approved Computerized Criminal History Users Agreements will have direct terminal access to VCIN/CCH data.

b. An automated Criminal History log file is maintained at SPHQ on all QH and QR format inquiries and responses processed through the VCIN System.

c. **Primary Dissemination**:
Criminal History responses received by terminal device and delivered to the requester named in the QH and QR format are not required to be logged in the CCH log book provided the requester is a member of the agency exercising management control over the terminal device.

d. **Secondary Dissemination**:
Criminal History responses (positive and negative) received by terminal device and disseminated to any individual who is not a member of the agency exercising management control over the terminal device must be recorded in the agency's CCH log book. The CCH log must include the following minimum information.

(1) Date of inquiry.
(2) Requesting agency ORI identifier.
(3) Name of subject in furnished record.
(4) State record's SID or Federal record's FBI number or the words “No Record if subject has no record.
(5) Initials and last name or complete name of requester, name of agency to whom record was disseminated and date of dissemination. Include rank or title if applicable. Include the name and rank/title (if applicable) of the person who picked the record up, if it is not the same as the requester.
(6) Initials and last name or complete name of Terminal Operator that released the record.

Each entry on the log shall be maintained for a period of not less than two (2) years from the date of entry. The log shall be open to inspection by any VCIN/CCH representative. All irregularities will be investigated by a VCIN/CCH representative.

e. The example of a logging format, on the following page, is shown as a guide to setting up a CCH logbook. The logbook must be furnished by the agency and must be a hardback, bound cover, pages sewn in, and factory numbered page book, similar to a bookkeeping journal. Any type of loose-leaf notebook is not acceptable.

f. Agencies will be required to have a secondary dissemination logbook in each room housing a terminal(s) with Criminal History Capability.

DATE OF INQUIRY	AGENCY ORI	NAME OF SUBJECT	SID#, FBI #	RECORD RELEASED TO NAME, AGENCY AND DATE	COMMUNICATIONS OPERATOR
06-21-02	VAVSP0100	SMITH, JOHN ADAM	VA12345	TROOPER J. H. JOHNSON SP HENRICO 6-21-02	D. D. JONES
06-21-02	VA043015J	JONES, ADAM LEROY	VA16677	SANDRA P. JONES for JUDGE J A SMITH HENRICO CIRCUIT COURT 6-21-02	D. D. JONES
07-01-2002	VA122019T	STRINGBEAN,LEROY	VA23222	LINDA SUE JOHNSON. LOUDOUN SOCIAL SERVICES 7-1-02	J.J.SMITH
Date of Inquiry Or Date record Received	ORI of requesting agency	Name of person inquired on. Also any false hits furnished as a result of agency's inquiry	Record the VA SID# if available. If not, record the FBI#	Name of person and agency the furnished record was disseminated to, including their rank or title, and date of release. Person receiving record may also be required to sign the logbook in this location.	Name of operator handling the CCH transaction and dissemination of the CCH record as shown in example above
	EXAMPLE	**CCH LOG**	**FORMAT**		

B. Request by Non Criminal Justice Individuals or Agencies (Procedures for agencies to follow):

1. Review by an individual or his/her representative:

a. All non-criminal justice individuals or agencies can only check the state CCRE files through the Central Criminal Record Exchange by U. S. Mail with an SP-167 form. These forms may be obtained by accessing the state police web site, http://www.vsp.state.va.us/ and click on "Forms & Publications".

Virginia State Police
Criminal Justice Information Services Division
Central Criminal Records Exchange
P. O. Box C-85076
Richmond, Virginia 23261-5076

b. Individuals requesting only their conviction data at State Police headquarters, 7700 Midlothian Pike, Richmond, Virginia shall be required to file an SP-167 form. The individual shall provide proper identification, to include two of the following, one of which must be a photo identification: 1. a valid passport, 2. driver's license with photo, 3. Social security card, 4. birth certificate, or military identification. Fingerprint identification is not required unless the Department of State Police deems it appropriate or necessary to ensure a match of the record and the requesting subject. The written request shall name the individual requesting the data and the individual or agency to whom the data is to be released.

c. If the form is mailed in, the individual must complete the SP-167 form and appear before a Notary Public with proper identification, to include two of the following, one of which must be a photo identification: 1. a valid passport, 2. driver's license with photo, 3. Social security card, 4. birth certificate, or military identification. The written request shall name the individual requesting the data and the individual or agency to whom the data is to be released. The SP-167 must be notarized in both locations on the SP-167 form.

d. An individual must complete a VCIN/CCH Criminal History Record Request form and present fingerprint identification before being allowed to review his/her complete record.

(1) If the record request is mailed in, the individual must appear at a criminal justice agency to be fingerprinted and the SP-167 must be notarized as outlined in paragraph c. The fingerprint card must be attached to the SP-167 form. At the top of the SP- 167 form, the individual must print "Complete Record."

(2) If the individual appears at State Police headquarters 7700 Midlothian Pike Richmond, Virginia he/she will be printed at this location.

e. An individual may authorize a representative to review his/her record by completing a VCIN/CCH Criminal history Record Request form (SP-167) sworn to before a person authorized to take acknowledgments and noting on the form the name of his/her authorized representative. For complete record, verification of identity by fingerprinting will be required of the individual as outlined in paragraph d above. His/her authorized representative must identify himself/herself by producing two pieces of identification as outlined in paragraph c above prior to record review.

2. Right to Challenge

   a. Reviewers must be informed prior to their review of their record of their right to challenge the accuracy of the record's contents.

   b. If a reviewer wishes to challenge the accuracy of a record, he/she may do so by requesting the appropriate arresting agency, court, or correctional agency to initiate action necessary to correct any stated inaccuracy in his/her record or provide the information needed to make the record complete.

C. System Operation

1. The physical security of the VCIN/CCH computer and file area will be regulated as follows:

   a. Locking Devices

      (1) One primary door will be designated for all access to the computer area. This door will be locked at all times with a restricted access lock. Other doors shall be kept to a minimum, and shall be locked at all times, and shall be used only for emergency exit.

   b. Limited Access Standards

      (1) The computer room access method will be changed periodically.

      (2) A list of all personnel with knowledge of the access method shall be maintained by the Department of State Police.

      (3) No person shall reveal the access to other agencies. Access shall be recorded by memory only.

   c. Protection against Natural Disasters

      (1) Fire resistant materials will be used for walls and floors.

      (2) Direct contact with local fire fighting installations will be provided.

      (3) Backup files for the VCIN/CCH system will be stored in a secure area, remote from the main computer room. These files shall include all relevant programs and data required to rebuild the system in the case of destruction.

2. The physical security of all VCIN/CCH terminal agencies will be regulated as follows:

   a. The VCIN/CCH terminal will be located in a secure restricted area.

   b. Sufficient trained and authorized personnel who are under the supervision of the applicant agency will be provided to operate all terminals on a 24-hour, seven-day week basis except those terminals which are designated for limited service by the computer.

c. If it becomes necessary for a terminal to be left unattended, the Department of State Police control center must be notified prior to the unattended period and again when attendance is resumed.

3. System software security will be provided as follows:

   a. System software will be designed to require proper terminal identification of all users.

   b. System software and hardware will be designed to restrict access to data files, to automatically purge the computer system of residual data once the data transmission and transaction is completed, and to control access to information within the data files by remote terminals.

   c. Software will be developed to monitor and report attempts to bypass system security software.

4. The personnel security of the VCIN/CCH system will he regulated as follows:

   a. Only sufficient personnel to adequately staff the VCIN Control Center room or the user agency terminal area on a 24-hour, seven-day week basis will be trained in the use of the VCIN/CCH system.

   b. All personnel selected to work with the VCIN/CCH system will be thoroughly screened before hiring to determine their suitability to deal with sensitive data. All screened and hired personnel will be known as "authorized personnel." Their authorizations will be updated annually.

   c. The State Police and user agencies will develop standards of suitability by which all personnel selected to work with VCIN/CCH data will be judged. Such standards shall include, but not be limited to:

      (1) Completed VCIN/CCH training.
      (2) Positive personal references.
      (3) Complete background checks including criminal history by fingerprints, if person has direct access to NCIC/VCIN files.

D. Quality Control

1. The Department of State Police and user agencies will train their staffs in the proper operation of the VCIN/CCH system and the protection of the information contained therein.

a. Training of State Police staff working with the VCIN/CCH system will include but not be limited to the following:

(1) The purpose of the VCIN/CCH system.
(2) The system's relationship to NCIC.
(3) The role of the Department of State Police with respect to the user agencies.
(4) The operation of the system.
(5) The importance of physical security.
(6) The importance of data confidentiality.
(7) The importance of monitoring and logging.
(8) The penalties to be imposed on abusers of the system.

b. Training of user agency staff working with the VCIN/CCH system will include but not be limited to the following:

(1) The purpose of the VCIN/CCH system.
(2) The system's relationship to NCIC.
(3) The role of the user agency in the operation of the system.
(4) The importance of physical security.
(5) The importance of data confidentiality.
(6) The importance of monitoring and logging.
(7) Penalties to be imposed on system abusers.

2. State Police monitoring of the use of VCIN/CCH files shall include the continuous review of the log of requests for VCIN/CCH information, as well as review of the process by which data is placed on and removed from the system.

3. The Department of State Police will correct immediately any errors in the VCIN/CCH system brought to its attention by data subjects or system users. Such errors will be brought to the attention of the State Police Criminal Justice Information Services Division Officer whenever they are discovered. The procedure for correcting the error and notifying concerned parties shall be the same as that described in Section I-D-2b, page II-9-4.

4. Audits of the Department of State Police and user agencies will be conducted periodically by a VCIN/CCH representative to ensure compliance with the computerized criminal history users agreement.

a. Those to be audited shall be made aware of the nature and purpose of the audit.

b The audit shall be conducted on site.

c. Upon completion of the audit, a written report shall be prepared and distributed as follows:

(1) One copy to the Superintendent of State Police.

(2) The original to the agency audited.

(3) One copy to the files of the Criminal Justice Information Services Division Officer.

d. Corrective action, where necessary, shall be instituted as soon as possible, and in all cases in less than sixty (60) days from the date of the report.

e. It shall be the responsibility of the Criminal Justice Information Services Division Officer to examine corrective action and to determine if it is satisfactory.

f. The Criminal Justice Information Services Division Officer shall recommend the temporary or permanent removal of any agency from the VCIN/CCH system for non-compliance with the Computerized Criminal History Users Agreement.

Court Order of Expungement of a Criminal Record

When a court order is received to expunge a criminal record that has been logged in your criminal history logbook as dissemination, the following steps must be taken.

1. The entry in the logbook must be covered with white out correction fluid and witnessed by their supervisor.

2. The person expunging the entry shall print their name (first, middle, last name), and the date of their expungement over the whited out entry.

3. A supervisor of the person conducting the expungement shall attest to the deletion of the entry by initialing the transaction after the date of expungement.

4. This is the only time white out correction fluid will be permitted in the criminal history logbook

Dissemination of Criminal History by Commonwealth Attorney to Defense Counsel

Virginia law pursuant to §19.2-389, Code of Virginia, authorizes the dissemination of Virginia **C**riminal **H**istory **R**ecord **I**nformation (CHRI) for criminal justice purposes as part of an agency's investigations and prosecutions, for dissemination to the court as evidence, or to defense counsel pursuant to court order. The court should be directed when the CHRI is produced to determine if the information is relevant to the matter before the court.

The general rule: If you have Virginia CHRI or III CHRI in your agency files that have come into your possession as part of an investigation or court case by way of a VCIN/NCIC query to determine the relevant criminal history of an individual; you may be required to provide all of that information as exculpatory evidence.

CHRI information, when provided to the court or defense counsel, must have a caveat included, that indicates that it can not be re-disseminated or made part of a public court record as is. If it is made a part of the public court record that portion related to the actual CHRI must be redacted or sealed, to prevent further dissemination. The defense counsel does not have authority to re-disseminate the Virginia CHRI or III that was obtained from your agency files as exculpatory evidence. After the rights of appeal have been exhausted, all CHRI information obtained for that case should be destroyed by shredding or pulping. The CHRI information disseminated outside the Commonwealth Attorney's office is to be properly logged in the VCIN secondary dissemination log noting to whom, when, and for what purpose it was disseminated.

For those instances when the Commonwealth Attorney is responding to a court order, the court and defense counsel are only entitled to Virginia CHRI, because the Virginia Central Criminal Records Exchange (CCRE) is the repository for those Virginia records and not those national Criminal History Record Information records that are maintained by the FBI III files. Therefore, when responding to a court order, the commonwealth's attorney's office or law enforcement agency must only query or request the Virginia Criminal History Files for these court ordered production of CHRI and re-disseminate them with the same caveat as noted above. Additionally, further efforts are required to ensure that the defense counsel does not re-disseminate the Virginia records and if introduced as evidence that they are protected from public disclosure by sealing or redacting that portion of the public record. Any request or court ordered demand of III CHRI are to be directed to the: FBI – CJIS Division, Special Correspondence Unit, 1000 Custer Hollow Road Module D-2, Clarksburg WVA 26306.

THE VCIN/CCH COMPUTERIZED CRIMINAL HISTORY FILE

PURPOSE:

Criminal justice agencies frequently require, in making decisions regarding a suspect or offender, knowledge of his/her prior involvement with the criminal justice system. The general need is for information about prior arrests, court dispositions, and correctional involvements and outcomes. In most police on-scene investigations where possible suspects are involved, the officer requires immediate knowledge of prior record to aid in making decisions regarding search, detention, or arrest. The VCIN/CCH file has been designed to provide the basic information needed in a minimum amount of time.

DESCRIPTION:

The VCIN/CCH program operates on the basis of computer storage of local and state offense information on felony and class 1 and 2 misdemeanor arrest. This information is supplied to the Central Criminal Records Exchange by state and local law enforcement agencies, courts, and custodial and supervisory agencies on persons up through 90 years of age. Arrest of a person below 18 cannot be released to law enforcement unless he/she was tried as an adult.

CONTENTS:

VCIN/CCH consists of a central computerized criminal justice information system interfaced with NCIC. Virginia Central Criminal Records Exchange has the on-line capability of entering new records into state and NCIC storage, as well as the ability to update the computer stored records. Through the VCIN system local agencies can inquire on-line for criminal history at state and national levels. Virginia is a fully participating NCIC III state. Entries of criminal history data into the VCIN/NCIC computers and updates of the Virginia computerized records are done by Virginia Central Criminal Records Exchange personnel only.

Terminal devices in other criminal justice agencies are limited to inquiries and responses thereto. The VCIN control terminal is defined as the state criminal justice agency on the NCIC system servicing statewide criminal justice users with respect to criminal history data.

Data stored in the VCIN/CCH file computer includes personal identification data, as well as public record data concerning each of the individual's major steps through the criminal justice process. A record concerning an individual will be initiated upon the first arrest of that individual for an offense meeting the criteria established for the VCIN/CCH file. Each arrest will initiate a cycle in the record, which cycle will be complete upon the offender's discharge from the criminal justice process in disposition of that arrest.

Each cycle in an individual's record is based upon fingerprint identification. The criminal fingerprint card documenting the identification is stored at the state level or, in the case of a Federal offense, at the national level. At least one criminal fingerprint card must be in the files of CCRE to support the computerized criminal history record in the index.

The VCIN/CCH file currently contains approximately 1,005,000 names indexed in the computerized name file, with approximately eighty percent being computerized records.

ACCESS:

VCIN terminal users must have a properly executed and approved "Computerized Criminal History Users Agreement" (Form SP-211-A) on file at State Police Headquarters before access can be made through the network.

All VCIN/CCH terminals operated by criminal justice agencies may obtain on- line summary information from the VCIN/CCH file, providing security measures as prescribed by the Virginia Criminal Information Network Procedures and Regulations Governing the Security and Privacy of Computerized Criminal History Data have been met.

Terminals which have not been authorized to make inquiries against the Criminal History files, will, upon attempting to make an inquiry, be removed from the system by the computer. The agency involved will have to contact the Duty Sergeant at (804) 674-2026 to continue communications with the state computer.

This attempted transaction will also automatically route a security violation message to CMD1 at the VCIN Control Center.

USE:

Criminal history information in the VCIN/CCH file may be accessed and used by criminal justice agencies only. A log of releases of data to non- terminal agencies must be maintained as required by the Virginia Criminal Information Network Procedures and Regulations Governing the Security and Privacy of Computerized Criminal History data.

ACCOUNTABILITY FOR THE RECEIPT, DESTRUCTION, DISSEMINATION, OF VCIN/CCH RECORDS:

Agencies receiving CCH records must establish appropriate procedures to maintain accountability for the receipt, destruction, and dissemination of CCH records.

The VCIN/CCH will record the identity of agencies receiving CCH data and will monitor all transactions against the files. The maintaining of appropriate records as required by the VCIN/CCH procedures and regulations is the responsibility of the receiving terminal agency.

BENEFITS OF VCIN/CCH FILE:

In addition to many other benefits derived from criminal history records, the CCH file information will aid law enforcement agencies in connection with making entries in the VCIN and NCIC Wanted/Missing Person File.

The identification segment of a VCIN/CCH record contains physical descriptors, identifying numbers, including the FBI identification number and aliases of an individual in much the same manner as they are contained in the Wanted Person record. With the daily growth of the CCH file, the possibility increases that the subject of a Wanted/Missing Person entry is also the subject of a CCH record. Therefore, the investigating agency should inquire by name, prior to making the "EW" to determine if the criminal history record of the subject is in the VCIN/CCH or NCIC/III file. A positive response from the VCIN/CCH or NCIC/III file may be helpful in two ways. First, it may reveal physical descriptors, identifying numbers, and aliases not known to the investigating agency. If so, this data can be included in the "EW" and in subsequent investigation.

INTRODUCTION TO QUERY VCIN/CCH AND NCIC/III

Two basic messages are provided for inquiry. First, a (QH) message to search the NCIC III and VCIN/CCH to obtain an Index record(s) matching the inquiry. Second, a (QR) message to request a specific criminal history record from the respective files.

The QH III response will provide either a single record or multiple records matching the inquiry. Based on the response(s), the user will determine if the record matches the person who is the subject of the inquiry. The III QH response will include information regarding where the record is maintained (individual state files, Federal Offender File, AIS) and should be used as a "table of contents" to be attached on the top of the criminal history record(s) received later so the user will know when all of the "parts" are received. Without this, one state's response may be considered inadvertently as a complete criminal history record.

A QR message must be used for obtaining a specific criminal history record via the III or VCIN/CCH. Only the FBI Number or a State Identification Number (SID) can be used to identify the record being requested. In either event, the III will automatically generate notification to every data base identified in the III record (individual state files, Federal Offender File, AIS) so that the most complete record possible will be requested. If the inquiring agency desires only a portion of the record or wishes to obtain the record by means other than the III (NLETS, mail, telephone, etc.), it may do so by using the identifiers from the III QH response.

ATTENTION FIELD:

The attention field (ATN) in QH/QR transactions must contain the name of the person who is requesting the criminal record check. Just a person's initials are not acceptable for this field. You must include at least first and middle initial and last name of the individual. The rank or title of the individual shall also be included if applicable. If the person requesting the record check does not have a rank or title, then the person's complete first name, followed by the middle initial and last name will be entered in the attention field. The attention field will be listed in the order as shown in the example below. The rank/title first, middle, and last name or first initial, middle initial, and last name should be separated by spaces with no commas or periods between names or initials. If requestor is a junior, II, III, etc., add it after the last name, i.e. SGT J P SMITH JR.

Examples:

Commonwealth Attorney	=	CA J P JONES
Assistant Commonwealth Attorney	=	ACA L B SMITH
Probation/Parole Officer	=	PO J D BROWN
State Trooper	=	TPR A S PEYTON
Deputy Sheriff	=	DEP W M WILLIAMS
Sergeant	=	SGT K W ADAMS
City/County Officer	=	OFF J S TURNER
Magistrate	=	MAG E O CUMMINGS
Judge	=	JUDGE M E TINSLEY
Investigator	=	INV B B JACOBS
Detective	=	DET K D BROOKS
Special agent	=	SA J W HOGAN
Inspectors	=	INSP G L HARLESS
Person with out a rank or title	=	LINDA K BROWN
Dispatcher	=	DSP G T ADAMS

PURPOSE CODE:

The Privacy Act of 1974 requires the FBI to maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, inquiries and record requests transmitted must include the purpose for which the information is to be used.

The VCIN/NCIC CCH files may be used only by authorized governmental agencies and subunits thereof involved in the administration of criminal justice. The "administration of criminal justice" means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information. Five general purposes for which the VCIN/NCIC CCH files may be used are:

Purpose Code C - Criminal Justice

Purpose Code C is used for official duties in connection with the administration of criminal justice.

The following examples provide clarification of authorized uses of Purpose Code C in situations that are not part of a criminal justice investigation but are duties of the agency where a criminal record check is necessary to accomplish the agency's mission. These examples are not all encompassing.

1. Authorized uses of Purpose Code C in relation to the security of the criminal justice facility include:

    a. Vendors or contractors at the criminal justice agency who are not involved with the actual administration of criminal justice at the criminal justice agency, e.g., carpet cleaners, individuals responsible for maintaining vending machines, janitors, and cooks.

    b. Volunteers at a criminal justice agency who are not involved with the actual administration of criminal justice at the criminal justice agency, e.g., participants in community ride-along programs and volunteers at a confinement facility who are providing social or community services rather than rehabilitative services.

    c. Confinement facility visitors.

    d. Inmates of a confinement facility.

    e. Inmate mail (a prisoner's list of names and addresses of those wishing to correspond with the prisoner). The III may be used when there is reason to believe that criminal activity is occurring or has occurred.

    f. Participants of law enforcement-sponsored firearms training classes held at a public firing range that are handling firearms, and individuals attending firearms training events held at law enforcement facilities.

2. Purpose Code C is used by Governmental Social Service agencies with child protection responsibilities and the National Center for Missing and Exploited Children to access FBI criminal history record information under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006 (Public Law 109-248). An NCIC Originating Agency Identifier (ORI) ending in the alpha character "F" has been established for Section 151 access.

Purpose Code D - Domestic Violence and Stalking

Purpose Code D is used when the III transaction is for use by officials of civil or criminal courts in domestic violence or stalking cases. Civil courts may be issued ORIs containing a D in the ninth position, at the discretion of the appropriate state CJIS Systems Officer (CSO) and the FBI's CJIS Division. ORIs ending in D are limited to QH and QR transactions for Purpose Code D.

Purpose Code F - Weapons-Related Background Checks

Purpose Code F is used by criminal justice agencies for the purposes of;

1. Issuing firearms-related permits and explosives permits pursuant to state law, regulation, or local ordinance;

2. Returning firearms to their lawful owners

3. Enforcing federal and state laws prohibiting certain persons with criminal records from possessing firearms in circumstances in which firearms have been pawned.

Purpose Code J - Criminal Justice Employment

Purpose Code J is used when the III transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Such screening may include the use of III on friends, relatives, and associates of the employee or applicant, unless restricted or prohibited by state statute, state common law, or local ordinance. Criminal Justice Employment (Purpose Code J) has been separated from other Criminal Justice Purposes (Purpose Code C) due to the varying requirements of some state agencies participating in the III.

Purpose Code J is used for initial background checks or re-check of agency personnel as well as the following:

1. Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.

2. Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.

3. Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation, etc.

Purpose Code S - National Security

Purpose Code S is used by a federal agency authorized by the Security Clearance Information Act (SCIA), Title 5, United States Code, Section 9101, when investigating individuals for any of the following:

1. Access to classified information.

2. Assignment to or retention in sensitive national security duties.

3. Acceptance or retention in the armed forces.

4. Appointment, retention, or assignment to a position of public trust or a critical or sensitive position while either employed by the government or performing a government contract.

Authorized agencies include: the Department of Defense (DOD), the U.S. Office of Personnel Management (OPM), Department of Transportation (DOT), the FBI, Central Intelligence Agency (CIA), and the Department of State (DOS).

Appropriate ORIs must be used when conducting III transactions using Purpose Code S. ORI numbers containing the alpha character R in the ninth position are assigned to (a) the DOD, which includes the Defense Security Service (formerly the Defense Intelligence Service) and the National Security Agency, (b) OPM, and (c) DOT. Other authorized ORIs include those with FBI, CIA, or DOS in positions 3, 4, and 5.

Purpose Code "X" - Emergency Placement of Foster Children

Under the Code of Virginia, 63.2-901.1, section "B" in **emergency circumstances**, each local board or licensed child-placing agency may obtain from a criminal justice agency, criminal history record information from the Central Criminal Records Exchange (CCRE) and National Crime Information Center (NCIC) through the Virginia Criminal Information Network (VCIN) for the criminal records or registry search authorized by this section. **Within three days** of placing a child, the local board or child placing agency **shall** require the individual for whom the a criminal history record information check was requested to submit to fingerprinting and provide personal descriptive information to be forwarded to the Central Criminal Record Exchange to the Federal Bureau of Investigation for the purposes of obtaining criminal history information." All inquiries under purpose code "X" must be logged in agency's secondary dissemination logbook using ORI/ VA122019T.

QH. - QUERY CRIMINAL HISTORY

Message Use

The "QH" key code is utilized to search the criminal history index files in NCIC/III, VCIN/CCH, Virginia Sex Offender Registry files, and the NCIC/VCIN Wanted and Missing Persons Files.

Format 308

The ORI must be the ORI assigned to the terminal being used.

QH.ORI.NAM.SEX.RAC.DOB.PUR.ATN-

Example - QH Inquiry

QH.VAVSP0000.NAM/DOE,WILBUR.SEX/M.RAC/B.DOB/19550628.PUR/C.ATN/SGT J D SMITH

0301 49504 1208
VCIN REPLY (Positive response from VCIN/CCH File)

QH VAVSP0000.NAM/DOE,WILBUR.SEX/M.RAC/B.DOB/19550628.PUR/C.ATN/SGT J D SMITH

DOE,WILBUR M B 19550628 SID/VA257870 COMPUTERIZED
ACTIVE PAROLEE

UNAUTHORIZED DISSEMINATION WILL SUBJECT THE DISSEMINATOR TO CRIMINAL AND CIVIL PENALTIES

MRI 180102 IN: UNQ1 12709 AT 02SEP2008 11:38 OUT: HOWL 5 AT 02SEP2008 11:38

SPECIAL NOTES:

1. A positive response from NCIC/III or VCIN/CCH will provide a SID or FBI number to the requester. If the criminal history record is desired, the requester must complete the QR inquiry format.

2. A positive response from a VCIN/CCH QH inquiry will also provide the following information:

   a. Computerized or non-computerized record.
   b. Parolee, Probationer, and deceased individuals.

3. When a record is "maintained and available" from FBI FOF or AIS files, the QH response will state "FBI - FBI/ (number)."

4. When a QH is needed to be transmitted for the purpose of issuing licenses, e.g., taxi cabs, if required by local ordinance, you must then prefix the QH message key with VA. Example: VA.QH.

5. A test record is available for demonstration and training purposes:
   NAM/RECORD,PAUL U.SEX/M.RAC/B.DOB/19540710

6. A test record for mental health record for demonstration and training purposes using purpose code F.
   NAM/TEST RECORD, VIRGINIA NICS.SEX/M.RAC/W.DOB/19500101

0301 49504 1208
NCIC REPLY **(NCIC/III Positive Response)**

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT
OF YOUR INQUIRY ON FBI/9015174

NAME	FBI NO.	INQUIRY DATE
DOE, WILBUR	9015174	1999/03/01

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	SKIN	BIRTH PLACE
M	B	1955/06/28	601	189	BLU	BRO	MED	MICHIGAN

FINGERPRINT CLASS
PO PM 14 CO 09
01 13 XX 17 62

ALIAS NAMES
SAMPLE, PATRICK

IDENTIFICATION DATA UPDATED 1990/03/05

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE FOLLOWING:

VIRGINIA - STATE ID/VA257870
FLORIDA - STATE ID/FL00000123
FBI - FBI/9015174

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE IDENTIFICATION INDEX
BY USING THE APPROPRIATE NCIC TRANSACTION.
END

0519 18132 0724
VCIN REPLY **(VCIN CCH "NO RECORD" Response)**

VAVSP0000

QH VAVSP0000.NAM/SMITH,WILBUR.SEX/M.RAC/B.DOB/19550628.PUR/C.ATN/J L HOWELL

NO MATCH FOUND USING ABOVE IDENTIFIERS

0519 18132 0724
NCIC REPLY **(NCIC/III "NO RECORD" Response)**

VAVSP0000
NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX
(III) FOR NAM/SMITH,WILBUR.SEX/M.RAC/B.DOB/19550628.PUR/C.
NOTICE -- A LARGE NUMBER OF RECORDS FOR PERSONS BORN PRIOR TO 1956 ARE
NOT AUTOMATED AT THE FBI. IF A SEARCH OF THE NONAUTOMATED FILES IS
DESIRED, A FINGERPRINT CARD SHOULD BE SUBMITTED.
END

QR.
REQUEST FOR CRIMINAL RECORD

Message Use

The "QR" key code is utilized to obtain an indexed criminal history record from the NCIC/III and/or VCIN/CCH files using the positive identifier, FBI or SID number.

Format 310 (Required fields if the record is computerized in CCRE)

QR.ORI.SID.PUR.ATN or QR.ORI.FBI.PUR.ATN

Example:

QR.VAVSP0000.SID/VA123456.PUR/C.ATN/TPR J B LAW

Format 309 (Required fields if the record is not computerized in CCRE)

QR.ORI.SID.PUR.DPT.ATN.BLD.ADR.CIS.ZIP
or
QR.ORI.FBI.PUR.DPT.ATN.BLD.ADR.CIS.ZIP

The ORI must be the ORI assigned to the terminal being used.

Example

QR.VAVSP0000.SID/VA557463.PUR/C.ATN/TROOPER B R JONES

0208 69621 1406
NCIC REPLY

VAVSP00H1
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR SID/VA557463. INDIVIDUAL'S RECORD WILL BE COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES:

FBI	- FBI/9004400
MISSOURI	- STATE ID/MO00000002
GEORGIA	- STATE ID/GA844903
NEW JERSEY	- STATE ID/NJ1111A

AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE.
END

NCIC/III PARTICIPATING STATE OUT OF SERVICE MESSAGES

1. There are instances when the computer system of a III participating state is temporarily out of service or otherwise unable to accept a record request from III. When this occurs, there is a delayed response from the state. Often, the agency that wants the record will make additional requests which result in the same record being provided several times. An III enhancement is intended to alleviate this problem. When a record request has been queued for more than five minutes, a message will be transmitted to the requester advising of the delay.

Example

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9001100. THE NCIC HAS BEEN UNABLE TO NOTIFY THE FOLLOWING BUT WILL CONTINUE TO RETRY: TEXAS - STATE ID/TX01346790 END

2. When a record request has been queued for four hours, it will be destroyed. A message will be transmitted to the requester.

Example

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9001100. THE NCIC HAS BEEN UNABLE TO NOTIFY THE FOLLOWING AND WILL NO LONGER CONTINUE TO RETRY: TEXAS - STATE ID/TX01346790 YOUR RECORD REQUEST MAY BE RESUBMITTED IF THE RECORD IS STILL NEEDED. END

SPECIAL NOTES:

1. When using SID number in the QR query, include the two character state code with the SID number.

2. When a criminal history is needed for the purpose of issuing licenses, e.g., taxi cabs, if required by local ordinance, you must then prefix the QR message key with VA. Example: VA.QR.

3. A test record is available for demonstration and training purposes: SID/VA557463

0208 58887 1333 **(VCIN Computerized Record Response)**
VCIN REPLY

VAVSP00H1

THE FOLLOWING RECORD PERTAINS TO SID/VA557463

VIRGINIA CRIMINAL RECORD 02/08/2001 PART 1

SID: VA557463 FBI: 9004400

NAMES RECORDED IN VIRGINIA FILES:			SEX	RACE	DATE OF BIRTH
TESTING	TONY	V	M	W	07/04/1955
RECORD	PAUL	UNIQUE	M	B	07/10/1954
DOE	PAUL	U	M	B	06/10/1954

HEIGHT	WEIGHT	EYES	HAIR	SCARS/MARKS/TATTOOS
5'10"	198	HAZ	RED	TATTOO UPPER LEFT ARM

LAST REPORTED ADDRESS: 12345 SW ANYSTREET 3C
SOMETOWN, VA 22222

PLACE OF BIRTH: RICHMOND CITY

SOCIAL SECURITY NO(S): NONE RECORDED IN VIRGINIA FILES

CONTRIBUTOR/CASE	DATE	CHARGE/DISPOSITION
VA STATE POL HQTR	07/01/1999	01/CHARGED WITH FELONY 18.2-57
ORI: VAVSP0000		ASSAULT & BATTERY
OCA: NMC-990805		RICHMOND CITY 06/15/1999 PHOTO:Y PALM:N
		********** DISPOSITION NOT RECEIVED
DCN: 0557463		0001/0001

RECORD AUTOMATED: 08/05/1999 LAST RECORD UPDATE: 02/03/2001

ALL ARREST ENTRIES CONTAINED IN THIS RECORD ARE BASED ON FINGERPRINT COMPARISON AND PERTAIN TO THE SAME INDIVIDUAL.

*** CAUTION ***
THIS RESPONSE IS BASED ON COMPARISON OF REQUESTOR FURNISHED INFORMATION

AGAINST DATA CONTAINED IN THE FILES OF THE VIRGINIA STATE POLICE CRIMINAL RECORDS EXCHANGE ONLY AND DOES NOT PRECLUDE THE EXISTENCE OF OTHER CRIMINAL HISTORY INFORMATION WHICH MAY BE CONTAINED IN THE REPOSITORY OF OTHER LOCAL, STATE OR FEDERAL CRIMINAL JUSTICE AGENCIES.
CHANGES TO THIS RECORD MAY BE IN PROCESS. A NEW INQUIRY SHOULD BE MADE FOR SUBSEQUENT USE. THE RECIPIENT(S) IS RESPONSIBLE FOR MAINTAINING AN AUDIT TRAIL OF ALL SECONDARY DISSEMINATION OF ANY OF THIS INFORMATION.
*** UNAUTHORIZED DISSEMINATION WILL SUBJECT THE DISSEMINATOR TO CRIMINAL AND CIVIL PENALTIES. ***

THIS IS A MULTI-STATE RECORD. ADDITIONAL CRIMINAL HISTORY INFORMATION IS INDEXED IN NCIC-III FOR OTHER STATE OR FEDERAL OFFENSES.

BASED ON SID NUMBER ONLY

Examples of Other VCIN/CCH Responses

0301 10191 0908
VCIN REPLY **(Expunged VCIN Record)**

VAVSP0000

THIS ACKNOWLEDGMENT PERTAINS TO SID/VA954
THE REQUESTED CRIMINAL HISTORY RECORD HAS BEEN EXPUNGED.
AUTH VIRGINIA ST POLICE
END

0301 09845 0850
VCIN REPLY **(SID Not on VCIN File)**

VAVSP0000

THIS ACKNOWLEDGMENT PERTAINS TO SID/VA1212
THIS IS NOT A VALID VIRGINIA SID.
AUTH VIRGINIA ST POLICE
END

0301 09890 0854
VCIN REPLY **(FBI Not on VCIN File)**

VAVSP0000

THIS ACKNOWLEDGMENT PERTAINS TO FBI/777777
VIRGINIA HAS NO RECORD OF THIS FBI.
AUTH VIRGINIA ST POLICE
END

0301 09976 0858
VCIN REPLY **(SID on Deceased Person)**

VAVSP0000

THIS ACKNOWLEDGMENT PERTAINS TO SID/VA5
THE INFORMATION IN VA. FILES
INDICATES THE SUBJECT ASSIGNED THIS SID IS DECEASED.
AUTH VIRGINIA ST POLICE
END

QSID and QSW
Query Criminal History name file by SID number.

Message Use

The "QSID" message is utilized to search the VCIN/CCH name file to obtain all names, DOB's, and Julian date record placed on file for that SID number.

The “QSW” message is utilized to search for wanted on all of the names and DOBs listed to the Virginia SID number.

Format

QSID.ORI.SID

Example

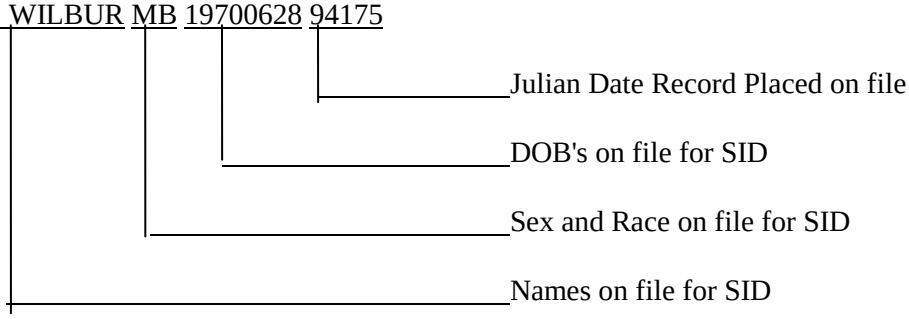
QSID.VAVSP0000.SID/257870

0701 49484 1207
VCIN REPLY

VAVSP0000

SID/257870 FBI/595100W6 ACTIVE PAROLEE
POB/WEST VIRGINIA
COMPUTERIZED FIF/F

DOE, WILBUR MB 19790620 94175
DOE, WILBUR MB 19700628 94175



Special Note

1. Information on a QSID response will also indicate active parolees and deceased individuals.

2. The format for the QSW is the same as the QSID except the message key code. i.e. QSW.VAVSP0000.SID/

AQ.
REQUEST FOR SUPPLEMENTAL DATA or LOCAL CRIMINAL HISTORY RECORD

Message Use

The "AQ." key code is utilized to request supplemental information not available through "QH" or "QR" transactions, e.g. dispositions, photos, fingerprint cards, local criminal records, etc.

Format

AQ.A1,A2.(Max. 6 addresses)
PUR/.ATN/.
MESSAGE NUMBER ORI DATE
TO (ADDRESSEE AGENCY)

(2 LINE FEEDS)

_____
_____
_____
_____ _____
_____ BODY OF MESSAGE _____
_____ _____
_____
_____

(2 LINE FEEDS)

AUTH (COMPLETE AUTH) (OPER LAST NAME) (TIME)

(6 LINE FEEDS)

Example

AQ.PETE,CMD1.
PUR/C.ATN/SGT JOHN DOE.

2002-201 VAVSP0000 10-17-03
TO PD PETERSBURG

REQUEST DISPOSITION INFORMATION ON YOUR ARREST OF HARRY Q PUBLIC W/M DOB/19470916 FOR GRAND LARCENY ON 12-21-89 VA SID/VA 123456

REQUESTER: SGT. JOHN DOE
VIRGINIA STATE POLICE
P. O. BOX 27472
RICHMOND, VA. 23261-7472

AUTH VCIN CONTROL CENTER RICHMOND,VA JONES 1220 EST

AR.
Reply to AQ Request

Message Use

The "AR" key code is utilized to respond to an "AQ" request.

Format

AR.A1,A2.
PUR/.ATN/.

MESSAGE NUMBER ORI DATE REPLY
TO (ADDRESSEE AGENCY)

(2 LINE FEEDS)

REF (MESSAGE NUMBER OF ORIGINAL MESSAGE AND DATE IT WAS SENT)

(1 LINE FEED)

BODY OF MESSAGE

(2 LINE FEEDS)

AUTH (COMPLETE AUTH) (OPER LAST NAME) (TIME)

(6 LINE FEEDS)

Example

AR.FRDK,HNR1.
PUR/C.ATN/LT ADAM SMITH.

281-99 VA0430100 5-17-99
TO PD FREDERICKSBURG

REFERENCE MESSAGE 286 DATED 4-17-99

PHOTOS ON JOHN DOE PUBLIC W/M DOB/19520816
SID/VA9876 WILL BE MAILED.

AUTH PD HENRICO CO VA SMITH 0900 EST

Special Notes

1. An "AQ" message may be sent to a maximum of six in-state terminal mnemonics.

2. Only one subject per message is allowed.

3. An "AQ" should never be used to access criminal record information from a state repository when adequate data from a "QH" or “QR” will suffice.

4. When using "AQ" to request supplemental information, use all personal descriptors available (name, sex, race, DOB, etc.,) and any other relevant data available (SID, case number, etc.).

5. Include complete mailing address of the requester, in the event of a mailed response.

Retention of Records

Criminal records must be destroyed (shredded or burned) when they have served the purposes for which they were requested. No personal file is kept for maintaining criminal records from the computerized files, as all criminal records are readily available from the computer when needed.

Dissemination of Criminal History Records:

Query transmissions shall be done for criminal justice agency personnel only and disseminated in person or by mail to the requester in the QR format. No dissemination by radio, telephone, or FAX shall be made, except in an **emergency or in compliance with Section 19.2 - 80.2 Code of Virginia (Providing a copy to the Magistrate for bond hearings).**

Criminal History Record Information cannot be copied on a copy machine, but may be sent by fax machine under certain conditions. Criminal History Records may be sent by fax machine in **emergency situations** when an authorized recipient is present and confirms receipt of the transmitted record.

Prior to transmitting Criminal History Record Information (**CHRI**) via fax, the sender must identify the requester of the record as an authorized recipient, which includes the recipient's agency, name, and badge number or other acceptable identifier known by the sender. Once the record is transmitted, receipt of the transmitted record must be immediately verified.

Audio response terminals and radio devices, whether digital or voice, shall not be used routinely for the transmission of CHRI beyond that information necessary to effect an immediate identification or to ensure adequate safety for officers and the general public. **When an officer determines there is an immediate need for this information to further an investigation, or there is a situation affecting the safety of an officer or the general public, then details of criminal history record information may be transmitted.**

Telephone dissemination of CHRI shall follow the same policy as Fax dissemination. The dissemination should only be made over a telephone when the person requesting the Criminal History has been properly identified by the person disseminating the CHRI.

Penalties for Unlawful Actions:

Refer to the System section for this information.

System Overview

The III Program provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The III provides a means of conducting national criminal history record searches for criminal justice and other purposes as specified by existing local, state, and/or federal laws. Each criminal history record is supported by a criminal fingerprint submission.

The criminal history inquiry (QH) allows authorized agencies to determine the existence of a criminal history record for a subject. The criminal history record request (QR) is used to retrieve the criminal history from the FBI and III/National Fingerprint File (NFF) participating states.

When the FBI receives an online request for a record supported by a III participating state, the III automatically sends a message through the NCIC System to the participating state's computer system. The state responds directly to the requesting agency over the International Justice and Public Safety Information Sharing Network (Nlets). The FBI's CJIS Division responds to requests for records of federal and foreign offenders and U.S. Territories; and for criminal arrests that III states are unable to support.

The Privacy Act of 1974 requires that the FBI's CJIS Division maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, all III QH and QR transactions must include the purpose for which the criminal history record information is to be used. In addition to the purpose code requirement for each III transaction, all users are required to provide the reason for all III transactions upon request by CJIS System managers/representatives, CJIS Systems Agency (CSA) representatives, and local agency administrators. While the purpose code provides some lead information, it only provides a minimal audit trail. Requiring the reason for all III transactions assists in ensuring that they are run for authorized purposes and that purpose codes are correctly used.

SECURITY and CONFIDENTIALITY of CRIMINAL HISTORY III RECORD INFORMATION

Authorization to obtain records via the Interstate Identification Index (III) is governed by federal laws and state statutes approved by the U.S. Attorney General that are applicable to the U.S. Department of Justice, the Federal Bureau of Investigation (FBI), and the National Crime Information Center (NCIC) System. Refer to the CJIS Security Policy for requirements related to personnel, physical, and technical security, as well as user authorization and dissemination.

INDIVIDUAL ACCESS, REVIEW, and CHALLENGE

The DO 556-73 established the rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review or to challenge information on the record. In accordance with the DO 556-73, the FBI will release to the subject of an identification record a copy of such record upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested, and a processing fee. The remote accessing of III for individual access and review is not allowed.

The subject of an identification record may obtain a copy of his/her criminal history record maintained in the III by submitting a written request via the U.S. mail directly to the FBI Criminal Justice Information Services Division, Record Request, 1000 Custer Hollow Road, Clarksburg, WV 26306. Such request must be accompanied by satisfactory proof of identity consisting of name, date and place of birth, and a set of rolled-inked fingerprint impressions. Each written request for production of an identification record must be accompanied by a processing fee in the form of a certified check or money order, payable to the Treasury of the United States. Additional information may be obtained at: http://www.fbi.gov/hq/cjisd/fprequest.htm

INQUIRY to DETERMINE if a III RECORD EXISTS (QH)

1. The QH searches the III using an individual's personal identifiers (NAM, SEX, RAC, DOB), and assigned SOC, MNU, SID, and FBI. The QH is used to determine if an index record for a person's criminal history record is in the III. A positive QH response will list how many record responses to expect when the inquirer uses the QR to request the specific criminal history record.

2. In response to a QH, the III will provide one of the following:

   a. A single matching III index response.

   b. Multiple matching III index responses (up to 15).

   c. A no record response.

3. A no record response does not mean that there is absolutely no criminal history record on the individual. The records indexed in the III include persons with an FBI record who were born in 1956 or later; persons born prior to1956 whose first arrest fingerprint card was submitted to the FBI on July 1, 1974, or later; and numerous older records. Therefore, if an agency receives a no record response, the agency may send a fingerprint submission to the FBI for further searching. In addition, there may be records at the local or state level for which arrest fingerprint submissions are not on file with the FBI.

4. A positive QH response provides the requester with the following:

   a. The individual's name(s), physical descriptors, and numeric identifiers.

   b. The identity of the database(s) maintaining the criminal history record information.

3. Guidance on how to obtain the record(s).

5. When applicable, a positive QH response will also provide the requester with a Sex Offender Registry Notice and Identification for Firearms Sales information.

REQUIREMENTS for QH

The QH must contain the following search groups:

NAM, SEX, RAC, and DOB

NAM, SEX, RAC, DOB, and SOC

NAM, SEX, RAC, DOB, and MNU

NAM and SOC

NAM and MNU

SID

FBI

Each search field must be preceded by its message field code.

If known, the inquirer should use the SID or FBI search fields to provide an exact hit and eliminate the possibility of multiple responses. If the SID or FBI Number is not known, the FBI's CJIS Division recommends the use of the first three search groups listed above to ensure maximum search potential.

QH SEARCH AND MATCH CRITERIA

An inquiry using NAM, SEX, RAC, and DOB must match on all four search fields in order to produce a positive response. The following is an explanation of the matching criteria:

1. **NAM**

   a. For matching purposes, the III compares the name included in a QH with the master names and aliases contained in the III.

   b. It is important that a QH contains last name, first name, and middle name or initial when available. If a QH contains only a last name and a first initial, or only a last name and a first and middle initial, insufficient comparisons may prevent the selection of matching records if the name is common. The requester should use the first initial only if the person does not have a given first name. In the event an individual has a single name as his/her entire name, the requesting agency must enter the name in the inquiry with the single name as the last name, comma, and "XX" as the first name/initial.

   c. The III name search uses a surname and a combination of a first name and middle initial. The III identifies nicknames and converts them to their true name before the search process begins, e.g., Bill equals William, Betty equals Elizabeth. The III compares names in the III database using a computer-coded phonetic technique that treats vowels (A, E, I, O, and U) equally and eliminates double consonants in order to provide hits on records with names that are not spelled exactly alike. Names are grouped according to the resulting phonetic code beginning with the first character of the coded name. A common surname will result in a wider search based on a combination of the first name and a generic middle initial.

d. Compound surnames such as SAENZ-PARADA-LOPEZ should have hyphens separating surname components. The III will create separate searches on each component.

e. The III does not search JANE DOE or JOHN DOE in the NAM Field. If used, the III will send the following reject message: UNSEARCHABLE IDENTIFIER NAM.

2. **SEX AND RAC**

A match on SEX and RAC enhances the capability to identify the correct candidate. The match on SEX and RAC is more crucial in cases where the NAM and DOB are not exact matches.

3. DOB

When a complete date of birth is used in a QH, the search will provide records that score sufficiently high based on matching name, sex, race, and date of birth (plus or minus 3 years on the year of birth).

The III rejects a QH with an incomplete date of birth (e.g., 19600000, 120060, 19601200, or 19600030).

4. ADDITIONAL CRITERIA

a. The III conducts a search on all identifiers when the QH contains NAM, SEX, RAC, DOB, and either SOC or MNU. If the III finds a match on the SOC or MNU and on the NAM, SEX, RAC, and DOB, it will transmit the record only once (i.e., duplicates will be suppressed).

b. QH transactions containing NAM and SOC, NAM and MNU, NAM and FBI, or NAM and SID will be searched on SOC, MNU, FBI, or SID only; however, the inclusion of NAM with SOC or MNU is mandatory. The inclusion of NAM with FBI or SID is optional.

ADDITIONAL INFORMATION

Information is provided below regarding fields contained in the QH response:

1. The QH response will include one or two types of categories of fingerprint classifications, FINGERPRINT CLASS or PATTERN CLASS, dependent upon when the record was established at the FBI's CJIS Division. For records established after July 28, 1999, the QH response will contain only the PATTERN CLASS category.

   The III furnishes the FINGERPRINT CLASS category on two lines in its messages. The first line represents the fingerprint classification of the right hand; the second line represents the fingerprint classification of the left hand.

   The PATTERN CLASS category may be up to three lines. The first line represents all ten fingers and each finger's pattern classification. The second and third lines of the PATTERN CLASS represent additional reference points.

2. The notation "IDENTIFICATION DATA UPDATED" provides the date of the latest addition, modification, or cancellation of data contained in an FBI record.

3. The word DECEASED will appear in conjunction with a III state's SID Number when the record is multi-source and one of the states has received information that the individual is deceased.

4. When a QH includes an SOC that contains an 8 or 9 in the first position and/or 00 in the fourth and fifth positions, the III will append the following warning caveat to the QH response immediately preceding the word END:

   ATTENTION THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION, PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.

5. In a multiple-record response, the end of the first record furnished is identified by END 1ST NCIC III RECORD FOR MULTIPLE RESPONSE. The subsequent records will be numbered consecutively except for the final record which will be identified with END LAST NCIC III RECORD FOR MULTIPLE RESPONSE.

6. A maximum of 15 records will be provided in a multiple record response. When 16 or more records match the QH, the following caveat will be appended to the multiple record response containing the FBI Number(s) of the additional matching records.

   NOTICE: AS A RESULT OF YOUR INQUIRY THE III PROVIDED A MAXIMUM OF 15 MATCHING RECORDS. TO OBTAIN ADDITIONAL MATCHING RECORD(S), USE A SEPARATE III INQUIRY(S), CONTAINING THE FOLLOWING FBI NUMBER(S):

   1234561 1234562 1234563

CRIMINAL HISTORY RECORD REQUEST (QR)

1. To obtain a specific criminal history record via the III, a QR containing either the subject's FBI or SID number is used. The FBI or SID number may be obtained from a positive response to a QH, matching fingerprints, or from other sources available to the inquiring agency (i.e., local investigative file). The III responds with either a positive response (indicating that a record is available via the III) or a negative response (indicating that a record may exist but is not indexed in the III). A positive QR response will provide the complete criminal history record (also known as a rap sheet) of the subject based on the FBI or SID number used in the QR. The response may include portions of the record from the FBI and/or one or more III/NFF states.

2. When a record is available via the III, the III will send the requester an initial response providing a listing of the states/agencies responsible for providing CHRI. The III will also notify each state/agency that maintains a portion of the subject's record to respond to the requester with the CHRI contained in its criminal history database. These records will be provided via the Nlets. When state-maintained records are not provided immediately, an acknowledgement will be sent via the Nlets advising when the record will be provided. Should a user receive a state record that requires clarification, the Nlets Help Files include a state contact that can answer questions regarding that state's record. The Nlets Help Files can be accessed by sending an administrative message to ORI/_ _SIRHELP using the state's code as the first two characters of the ORI.

3. The FBI's CJIS Division is working jointly with III/NFF participating states to implement an Extensible Markup Language (XML) format for sending and receiving III QR responses. The FBI and III/NFF participating states may receive responses in a format that is linked to their capability to send and/or receive responses in XML format. The formats include the current state format, Nlets Presentation Format (NPF), and State Presentation Format (SPF).

   EXAMPLE OF A QR

   QR.VA1220000.SID/VA123456.PUR/C.ATN/DET JOHN Q PUBLIC

Participating states: in the III System

All of the fifty (50) states and the District of Columbia are participating state in the III system.

Character Set for the III Files

For III inquiries, the allowable character set is comprised of the alpha characters A through Z, the numeric characters 0 through 9, the comma (,), the dollar sign ($), the ampersand (&), the hyphen (-), the blank or space, the slash (/), the asterisk (*), the pound sign (#), the left parenthesis (( ), the right parenthesis ( )), the plus sign (+), the semicolon (;), the percent sign (%), and the apostrophe (').

For more detailed information on the Interstate Identification Index (III) refer to the III section of the NCIC manual.

	Page No.
EMD. Enter Missing Person - Disability	II-10-28
EMI. Enter Missing Person - Involuntary	II-10-28
EME. Enter Missing Person - Endangered	II-10-28
EMJ. Enter Missing Person - Juvenile	II-10-28
EMV. Enter Missing Person - Catastrophe Victim	II-10-28
EMO. Enter Missing Person - Other	II-10-28
Additional Guidelines for Missing Person Entries	II-10-34
Accompany Field	II-10-36
Amber Alert	II-10-21
Amber Alert Form	II-10-22
Authorized for Release	II-10-36
Caution and Medical Conditions	II-10-39
County or City of Birth	II-10-36
Data Flow of Transactions into the VCIN and NCIC Files	II-10-5
Date of Emancipation	II-10-35
Date of Last Contact	II-10-35
Dental Records Available	II-10-35
Fingerprints Available	II-10-35
Jewelry Description	II-10-39
Linkage Data	II-10-33
Miscellaneous Field	II-10-37
Missing Person Circumstances	II-10-38
Medication Required	II-10-35
Missing Person Code	II-10-39
Mother's Maiden Name	II-10-36
Notify Originating Agency	II-10-38
Personal Descriptors	II-10-35
Phone Number Available	II-10-35
Photo Available	II-10-35
School Last Attended	II-10-36
Vehicle or License Data	II-10-38
Automatic Cross-Search with Unidentified Person Records	II-10-42
Automatic Retirement	II-10-4
Caution Indicator	II-10-4
County or City of Birth Code Chart	II-10-17
Criteria for Entry	II-10-1
Criteria for Rejecting Duplicate Records	II-10-15
Data Flow of Transactions into the VCIN and NCIC Files	II-10-5
Documentation	II-10-1
Example: Juvenile (SP-183)	II-10-19
Adult (SP-67)	II-10-22
Location of a Blank SP-183 and SP-67 Forms	II-10-21
Dollar Eight ($.8.) Program	II-10-39
Foreign Abducted Children and Missing Person Records	II-10-3
Image Capability	II-10-15
Investigative Interest	II-10-15
Message Key Codes	II-10-2
Message Field Codes and Edits	II-10-6
National Child Search Assistance Act of 1990	II-10-18
NCIC $.K. Message	II-10-33

Retention Period II-10-4
School District Code Chart II-10-16
Validations II-10-5

Virginia Missing Children Information Clearinghouse II-10-27

ED. Enter Dental Records II-10-70
Additional Guidelines for Dental Record II-10-71
Message Key Codes II-10-2
When to Use a Supplemental Dental Record Entry II-10-70

EMN. Enter Alias(es)/Additional Identifiers II-10-63
Additional Guidelines for Supplemental Entries II-10-66
Message Field Codes II-10-66
Message Key Codes II-10-2
Modification of Alias(es) and/or other Identifiers in a Supplemental Record II-10-67
Number of Additional Identifiers in a Supplemental Record II-10-65
When to Enter a Supplemental Record II-10-64

MM. Modify Missing Person II-10-43
Additional Guidelines for Modify II-10-44

MD. Modify Dental Record II-10-73
Requirements for Supplemental Dental Record Modification II-10-73

QWA. Query Missing Person File with Unique Identifiers II-10-50
Additional Guidelines for Unique Identifier Inquiries II-10-52
Procedure for Handling a HIT (Positive Response) II-10-54

QM. Query Missing Person File with Non-unique Identifiers II-10-45
Additional Guidelines for Non-unique Identifier Inquiries II-10-47
Procedure for Handling a HIT (Positive Response) II-10-54
Requirements for Non-unique Identifier Inquiry II-10-47

LM. Locate Missing Person II-10-56
Additional Guidelines for Locate II-10-57

CM. Clear Missing Person II-10-59
Clear Procedures II-10-61
When to Use a Clear Message II-10-60

XM. Cancel Missing Person II-10-62
Additional Guidelines for Cancel of Base Record II-10-62

XD. Cancel Dental Record II-10-74
Additional Guidelines for Cancel II-10-74

XMN. Cancel Supplemental Record II-10-68
Additional Guidelines for Cancel II-10-69
Maximum Number of Additional Identifiers in a Cancellation Message II-10-69

Benefits and Effectiveness Data II-10-75

Criteria for Entry

1. A missing person record may be entered using one of the following categories:

    a. **Disability** (*MKE/EMD): a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/ herself or others to personal and immediate danger.

    b. **Endangered** (MKE/EME): a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.

    c. **Involuntary** (MKE/EMI): a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.

    d. **Juvenile** (MKE/EMJ): a person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in a, b, c, or e.

    e. **Catastrophe Victim** (MKE/EMV): a person of any age who is missing after a catastrophe.

    f. **Other** (MKE/EMO): a person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety.

*MKE is an abbreviation for message key code.

Entry of a Missing Emancipated Person (Adult) Record

1. A record for a missing person who is over the age of 18 may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy.

2. In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer stating the conditions under which the person is missing will suffice.

Entry of a Missing Unemancipated Person (Child) Record

1. A record for a missing person who is under the age of 18 or an emancipated child between the ages of 18 and 20 must be immediately entered into NCIC/VCIN using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim). Immediately is defined under Code of Virginia 15.2-1718 as "**within two hours** of receiving the report."

2. A missing person report (SP-183 or facsimile) filed with an agency is sufficient documentation for entering a juvenile or child between the ages of 18 and 20 in the Missing Person File.

Entry of a Catastrophe Victim Record

1. Catastrophe victim (MKE/EMV) records may be entered by any agency involved in identifying victims of a disaster, e.g., an airplane crash. No written documentation is required for entry into this category. The entry of an EMV record will be compared with all Unidentified Person File records enabling identification in a timelier manner.

Message Key (Mke) Codes

Message	MKE	Translation
Entry	EMD	MISSING PERSON - DISABILITY
	EME	MISSING PERSON - ENDANGERED
	EMI	MISSING PERSON -INVOLUNTARY
	*EMJ	MISSING PERSON - JUVENILE MISSING PERSON -EMANCIPATED JUVENILE
	EMV	MISSING PERSON - CATASTROPHE VICTIM
	EMO	MISSING PERSON - OTHER
Modify	MM	
Entry of supplemental record of aliases and/or additional identifiers	EMN	
Entry of supplemental dental information	ED	
Modification of supplemental dental information	MD	
Cancellation of supplemental record	XMN	
Cancellation of supplemental dental information	XD	
Inquiry	QW ZW	
Nonunique identifier inquiry	QM	
Locate	LM	
Clear	CM	
Cancel	XM	

*When the subject of a juvenile category record is emancipated, the MKE translation will be MISSING PERSON - EMANCIPATED JUVENILE.

Foreign Abducted Children and Missing Person Records

NCIC Advisory Policy Board approved the authority for INTERPOL- USNCB (United States National Central Bureau) to enter records into NCIC for a person missing from a foreign country and brought into the United States and a child abducted in a foreign country and brought into the United States.

A caveat is automatically generated for all INTERPOL-USNCB missing person records that outlined specific guidelines for agencies receiving positive responses on these records.

Additionally, NCIC translates the Missing Person File Message Key (MKE) on all INTERPOL-USNCB records (ORI DCINTER00) to reflect a person missing in a foreign country and brought to the United States or a child abducted in a foreign country and brought to the United States.

Message	**MKE**	**Translation**
Entry	EMD	FOREIGN MISSING PERSON - DISABILITY
	EMDC	FOREIGN MISSING PERSON - DISABILITY - CAUTION
	EME	FOREIGN MISSING PERSON - ENDANGERED
	EMEC	FOREIGN MISSING PERSON - ENDANGERED- CAUTION
	EMI	FOREIGN MISSING PERSON - INVOLUNTARY
	EMIC	FOREIGN MISSING PERSON - INVOLUNTARY - CAUTION
	EMV	FOREIGN MISSING PERSON - CATASTROPHE
	EMVC	FOREIGN MISSING PERSON - CATASTROPHE- CAUTION
	EMO	FOREIGN MISSING PERSON - OTHER
	EMOC	FOREIGN MISSING PERSON - OTHER - CAUTION
	EMJ	FOREIGN MISSING PERSON - JUVENILE
	EMJC	FOREIGN MISSING PERSON - JUVENILE - CAUTION

Caution Indicator

1. A caution indicator should be added to the MKEs (message keys) when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual.

2. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field. For example, a record with MKE/EMJC might include one of the following in the CMC:

Code	Description	Code	Description
00	Armed and Dangerous	70	Suicidal

3. Refer to the *NCIC Code Manual*, Personal Descriptors section, for a complete list of codes.

4. For the message keys EMD, EME, EMI, EMJ, EMV, and EMO a caution indicator may be added to the MKE without a dash, e.g., EMDC. When C is added to the MKE, -CAUTION is added to the standard MKE translation; e.g., EMDC is translated as:

   From NCIC MKE/MISSING PERSON DISABILITY - CAUTION
   HEART CONDITION

   From VCIN MKE/MISSING PERSON - DISABILITY - CAUTION
   CMC/HEART CONDITION

Record Retention Period

1. A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate transaction is placed against the record.

2. An exception to record retention will occur in the event a serious error is detected in the record on file. Additional information concerning the serious error program can be found in the File Transaction chapter of this manual.

3. When a missing person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

Automatic Retirement

1. A missing person record will be retired immediately upon receipt of a locate message. The ORI of the record will be notified that the record has been retired by a $.L. administrative message.

2. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a missing person base record or supplemental record for the year of entry plus 4 years, provided the license information has expired.

3. When the only searchable identifier in a Missing Person File record is an expired license plate, the entire record will be retired.

4. A nonexpiring license plate (LIY/NX) contained in a Missing Person File record will remain in file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

Validation

A portion of the Missing Person File records will be validated monthly as described in the File Transaction section of this manual and the Introduction chapter of the NCIC Operating Manual.

Data Flow of Transactions into the VCIN And NCIC Files

1. When an agency enters or updates a Missing Person record into the NCIC/VCIN systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transaction and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent..

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

Message Field Codes and Edits

Code	Field	Edits
ACC	Accompany	1 to 3 names with respective sex and race of person(s) in whose company the juvenile was last seen or person(s) thought to be accompanying the missing juvenile. ACC is to be formatted as follows: **DOE,JANE/F/W/DOE,JOHN/M/W/QUE,SUSAN/F/W**
AGE	Approximate Age	Must be one or two numerics.
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, *NCIC Code Manual*, provides coding instructions.
ARE	Area of Search	Must be a valid state, territory, or province code
AUT	Authorized For Release	Must be Y or N. This field authorizes the Missing Children Clearinghouse to release information on child.
BLT	Blood Type	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
BXR	Body X-rays	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
CMC	Caution and Medical Conditions	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
COB	County or City of Birth	Must be one of the 3 numeric character codes listed on the County or City of Birth Code Chart.
CRC	Circumcision	Must be left blank if SEX equals F. Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual* if SEX equals M.
DCH	Dental Characteristics	May contain a maximum of 256 codes consisting of three numerics followed by a slash and one alphabetic character, one numeric character, or one to three characters. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 9 of this chapter.

Code	Field	Edits
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLC	Date of Last Contact	Must be a valid Gregorian date (YYYYMMDD) Equal to or less than the current date and equal to or greater than the DOB when record contains a DOB.
DLO	DNA Location	Free text If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EMJ or MNP is CA, a valid Gregorian DOB is mandatory. Additional information available in Personal Descriptors, *NCIC Code Manual*.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the current date, but not less than 12 years and not more than 18 years later than the DOB. The DOE is mandatory when the MKE is EMJ. If the MKE is not EMJ or EMJC, the DOE must be left blank.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DRA	Dental records available	Y or N
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DSP	Disposition	Must be DETN or RELD.
DXR	Dental X-rays Available	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.

Code	Field	Edits
EBS	Expanded Date of Birth Search	Must be either 1, 2, 3 or blank. The default value is blank. If 2 or 3 is entered, the day of birth is the DOB field must be 12 or less.
ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid NCIC code as listed in Personal Descriptors, NCIC Code Manual
EYE	Eye Color	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z. The second must be A, B, C, D, or E and the check digit will be zero to nine. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, *NCIC Code Manual*.
FIA	Fingerprints available	Y or N
FPA	Footprints Available	Must be Y or N.
FPC	Fingerprint Classification	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 100 but not more than a maximum of 711 or UNK. More information in Personal Descriptors, *NCIC Code Manual*.
HIT	Wanted/Missing Person Hit Results	Must be a valid NCIC assigned code as listed in this chapter. Can be entered only if RPS is entered.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character I followed by nine numeric characters automatically assigned by NCIC to each accepted image record. Must have valid check digit.

Code	Field	Edits
IMT	Image Type	Must be a valid NCIC assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
JWL	Jewelry Description	Free text.
JWT	Jewelry Type	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*. Up to17 codes separated by commas may be used.
LIC	License Plate Number	Must not be the characters UNK or UNKN. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the last ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
LIT	License Plate Type	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*.
LIY	License Plate Year	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid NCIC assigned ORI. The LKI and LKA cannot be identical to the ORI and OCA.
MAI	Mother's Maiden Name	Minimum of five and maximum of thirty characters including alphabetic, one comma, hyphen(s), and spaces; comma must follow last name.
MED	Medication Required	Y or N. If Y, must be followed by type required. If Y, minimum length is 5, maximum length is 40. If N, maximum length is 1.
MIS	Miscellaneous	The code, SVIN, must be entered in MIS Field if the VIN is a state-assigned or non- conforming 17-character VIN.

Code	Field	Edits
MKE	Message Key	Must be a valid message key.
MNP	Missing Person	If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP. If MKE is EMV, the MNP Field must be DV. If the MKE is EME or EMI, the MNP must be either MP,CA, or AA. In an entry transaction, if MNP is CA, victim's age must be under 18 years of age - current year minus year of birth. In all subseqeunt updates, if MNP is CA, victim's age must be under 18 years of age - record date of entry minus year of birth. If MNP is CA or AA, then DOB must be filled with a valid Gregorian date.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS field.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
MPC	Missing Person Circumstances	Must be a valid value: S = Abducted by a stranger, R = Runaway, or N = Abducted by a noncustodial parent.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name. The hyphen cannot be in the first position or directly precede the comma. The *NCIC Code Manual*, Personal Descriptors, provides coding instructions.
NIC	NCIC Number .	A self-checking number, consisting of an alphabetic character (M in the Missing Person File) followed by nine numeric characters, automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating missing person. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.

Code	Field	Edits
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only.The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. More information in Personal Descriptors, *NCIC Code Manual*.
OLS	Operator's License State	Must be a valid NCIC assigned code as listed in State and Country Codes, *NCIC Code Manual*. More information in Personal Descriptors, *NCIC Code Manual*.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX) or the alphabetics NX to represent a nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, *NCIC Code Manual*.
ORI	Originating Agency Identifier	Must be a valid NCIC assigned ORI.
PAR	Person Armed	Must be a valid NCIC assigned code as listed in the Introduction chapter of NCIC manual and at the end of this section. Can be entered only if RPS is entered.
PHA	Photo Available	Y or N.
PHN	Phone Number	24 hour phone number of investigating agency including area code. Example: 804-666-2345
POB	Place of Birth	Must be a valid NCIC assigned code as listed in State and Country Codes, *NCIC Code Manual*. More information in Personal Descriptors, *NCIC Code Manual*.
RAC	Race	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*.

Code	Field	Edits
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RPS	Reason for Person Record Removal from NCIC	Must be a valid NCIC assigned code as listed in the Introduction chapter of NCIC manual and at the end of this section.
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI.
SCH	School Last Attended	Must be one of the 3 numeric character codes listed on the School Attended District Code Chart.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information in Personal Descriptors, *NCIC Code Manual*.
STC	Reason Juvenile was located or cleared from VCIN Files	Must be a valid VCIN assigned code as listed in this chapter.
VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*. If two colors codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File has additional edits on the VIN Field. If the VIN is a state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Last name, first name middle initial of the validator..

Code	Field	Edits
VMA	Vehicle Make	For NCIC/VCIN messages, the VMA field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 6 through 24, positions 3 and/or 4 should be blanks (position 5 will always be blank if data is included in position 6 through 24). The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid NCIC assigned code as listed in Vehicular Data Codes, NCIC Code Manual. If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ or ZZZZ. For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, *NCIC Code Manual*. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, *NCIC Code Manual*. If VMA code is ATV or SPEC the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in position 6 through 24 of the VMA field.

Code	Field	Edits
VMO	Vehicle Model	Spaces, hyphens and symbols cannot be used. More information on VMO codes located in the Vehicular Data Codes section of the *NCIC Code Manual*. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP, are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, *NCIC Code Manual*, the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VNP	Value of Recovered Property	Must be blank or 0.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VRX	Corrective Visions Perscription	Free text. If more than 40 characters, the left lens information should be placed in the MIS Field. More information in Personal Descriptors, *NCIC Code Manual*.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*.

Code	Field	Edits
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 001 and maximum of 499 or UNK. More information in Personal Descriptors, *NCIC Code Manual*.

Criteria for Rejecting Duplicate Records

1. If the following fields of a missing person message are the same as the corresponding fields of a missing person/wanted person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; MNU and ORI; SOC and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.

3. A duplicate record will be accepted if the ORI in the second message is different or the person file is other than wanted or missing, e.g., VGTOF, Protection Order, etc. A duplicate record will also be accepted if there are vehicle data in the missing person message that match data in the Vehicle File. In those cases, the duplicate record will be furnished with the acknowledgment.

Image Capability

The Image File chapter of the NCIC manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC/VCIN.

Investigative Interest

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.

2. The Other Transactions chapter of the NCIC Operating Manual contains information regarding investigative interest supplemental records in NCIC files.

3. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records

School District Code Chart

Counties

000 Arlington
001 Accomack
002 Albemarle
003 Alleghany
004 Amelia
005 Amherst
006 Appomattox
007 Augusta
008 Bath
009 Bedford
010 Bland
011 Botetourt
012 Brunswick
013 Buchanan
014 Buckingham
015 Campbell
016 Caroline
017 Carroll
018 Charles City
019 Charlotte
020 Chesterfield
021 Clarke
022 Craig
023 Culpeper
024 Cumberland
025 Dickenson
026 Dinwiddie
028 Essex
029 Fairfax
030 Fauquier
031 Floyd
032 Fluvanna
033 Franklin
034 Frederick
035 Giles
036 Gloucester
037 Goochland
038 Grayson
039 Greene
040 Greensville/ Emporia
041 Halifax
042 Hanover
043 Henrico
044 Henry
045 Highland
046 Isle of Wight
047 James City/ Williamsburg
048 King George
049 King & Queen
050 King William
051 Lancaster
052 Lee
053 Loudoun
054 Louisa
055 Lunenburg
056 Madison
057 Mathews
058 Mecklenburg
059 Middlesex
060 Montgomery
062 Nelson
063 New Kent
065 Northampton
066 Northumberland
067 Nottoway
068 Orange
069 Page
070 Patrick
071 Pittsylvania
072 Powhatan
073 Prince Edward
074 Prince George
076 Prince William
077 Pulaski
078 Rappahannock
079 Richmond
080 Roanoke
081 Rockbridge
082 Rockingham
083 Russell
084 Scott
085 Shenandoah
086 Smyth
087 Southampton
088 Spotsylvania
089 Stafford
090 Surry
091 Sussex
092 Tazewell
093 Warren
095 Washington
096 Westmoreland
097 Wise
098 Wythe
099 York

Cities

100 Alexandria
134 Bedford
101 Bristol
102 Buena Vista
103 Charlottesville
126 Chesapeake
460 Colonial Beach
105 Colonial Heights
106 Covington
107 Danville
132 Fairfax
108 Falls Church
133 Franklin
109 Fredericksburg
110 Galax
111 Hampton
112 Harrisonburg
113 Hopewell
136 Lexington
114 Lynchburg
138 Manassas
139 Manassas Park
115 Martinsville
116 Newport News
117 Norfolk
130 Norton
118 Petersburg
143 Poquoson
119 Portsmouth
131 Radford
120 Richmond
121 Roanoke
137 Salem
122 South Boston
123 Staunton
124 Suffolk
125 Virginia Beach
127 Waynesboro
461 West Point
129 Winchester
996 Colleges Anywhere
997 Private Schools in Virginia
998 Not in School
999 Unknown

States

208 Alabama
252 Alaska
210 Arkansas
211 California
212 Colorado
213 Connecticut
214 Delaware
202 Dist. of Columbia
215 Florida
216 Georgia
253 Hawaii
217 Idaho
218 Illinois
219 Indiana
220 Iowa
221 Kansas
205 Kentucky
222 Louisiana
223 Maine
207 Maryland
224 Massachusetts
225 Michigan
226 Minnesota
227 Mississippi
228 Missouri
229 Montana
230 Nebraska
231 Nevada
232 New Hampshire
233 New Jersey
234 New Mexico
235 New York
203 North Carolina
236 North Dakota
237 Ohio
238 Oklahoma
239 Oregon
240 Pennsylvania
241 Rhode Island
242 South Carolina
243 South Dakota
204 Tennessee
244 Texas
245 Utah
246 Vermont
247 Washington
206 West Virginia
248 Wisconsin
249 Wyoming
250 Other Countries

County or City of Birth Code Chart

Counties

000	Arlington
001	Accomack
002	Albemarle
003	Alleghany
004	Amelia
005	Amherst
006	Appomattox
007	Augusta
008	Bath
009	Bedford
010	Bland
011	Botetourt
012	Brunswick
013	Buchanan
014	Buckingham
015	Campbell
016	Caroline
017	Carroll
018	Charles City
019	Charlotte
020	Chesterfield
021	Clarke
022	Craig
023	Culpeper
024	Cumberland
025	Dickenson
026	Dinwiddie
028	Essex
029	Fairfax
030	Fauquier
031	Floyd
032	Fluvanna
033	Franklin
034	Frederick
035	Giles
036	Gloucester
037	Goochland
038	Grayson
039	Greene
040	Greensville
041	Halifax
042	Hanover
043	Henrico
044	Henry
045	Highland
046	Isle of Wight
047	James City
048	King George
049	King & Queen
050	King William
051	Lancaster
052	Lee
053	Loudoun
054	Louisa
055	Lunenburg
056	Madison
057	Mathews
058	Mecklenburg
059	Middlesex
060	Montgomery
062	Nelson
063	New Kent
065	Northampton
066	Northumberland
067	Nottoway
068	Orange
069	Page
070	Patrick
071	Pittsylvania
072	Powhatan
073	Prince Edward
074	Prince George
076	Prince William
077	Pulaski
078	Rappahannock
079	Richmond
080	Roanoke
081	Rockbridge
082	Rockingham
083	Russell
084	Scott
085	Shenandoah
086	Smyth
087	Southampton
088	Spotsylvania
089	Stafford
090	Surry
091	Sussex
092	Tazewell
093	Warren
095	Washington
096	Westmoreland
097	Wise
098	Wythe
099	York

Cities

100	Alexandria
134	Bedford
101	Bristol
102	Buena Vista
103	Charlottesville
126	Chesapeake
104	Clifton Forge
460	Colonial Beach
105	Colonial Heights
106	Covington
107	Danville
135	Emporia
132	Fairfax
108	Falls Church
133	Franklin
109	Fredericksburg
110	Galax
111	Hampton
112	Harrisonburg
113	Hopewell
136	Lexington
114	Lynchburg
138	Manassas
139	Manassas Park
115	Martinsville
116	Newport News
117	Norfolk
130	Norton
118	Petersburg
143	Poquoson
119	Portsmouth
131	Radford
120	Richmond
121	Roanoke
137	Salem
122	South Boston
123	Staunton
124	Suffolk
125	Virginia Beach
127	Waynesboro
461	West Point
128	Williamsburg
129	Winchester
999	Unknown

National Child Search Assistance Act of 1990

Title 37, of Public Law 101-647, which was signed into law on November 29, 1990, is the National Child Search Assistance Act of 1990.

Section 3702, (2), (B), states that the "location of the last known contact with the child" must be included in the missing person report filed with the state law enforcement system and NCIC. This requirement is satisfied by the inclusion, in the Originating Agency Identifier (ORI) Field of the Missing Person File record, of the ORI of the agency having in its possession the missing person report and supporting documentation and having primary investigative jurisdiction over the area from which the child disappeared. In those instances where the ORI Field in the record contains the ORI of an agency acting as the "holder of the record," the name of the locality from which the child disappeared must be included in the Miscellaneous Field of the Missing Person File record.

The Act also specifies that the agency that enters a missing person record must, within 60 days after the original entry, verify and update the record with medical and dental records, if available. NCIC will transmit an administrative message to the entering agency if, on the 30th day following record entry, the record does not contain information in any one or more of the following fields: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and other Characteristics (SMT). The "incomplete record notification" message will be transmitted only once for each record. NCIC will not generate follow-up messages or remove the record based upon its incomplete status.

The Act also requires agencies that take a missing person complaint to institute or assist with appropriate search and investigative procedures; and maintain close liaison with the National Center for Missing and Exploited Children for the exchange or information and technical assistance.

SP-183 (Rev. 01-01-2006)

VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE REPORT

INVESTIGATING OFFICER	DATE/TIME REPORTED TO LAW ENFORCEMENT: _____
	DATE ENTERED VCIN/NCIC: _____
	VIC NO: _____

PART I

*Agency Submitting Report:				ORI No:	
*Last Name	First Name	Middle Name	Suffix	*Sex	Race

*Place of Birth:	*Date of Birth:	Date of Emancipation if under 18 yoa:**

*Height: Ft. In.	*Weight: Lbs.	*Eye Color ☐ Black ☐ Blue ☐ Maroon ☐ Green ☐ Brown ☐ Gray ☐ Hazel ☐ Unknown ☐ Multicolor ☐ Pink	*Hair Color ☐ Black ☐ Blond ☐ White ☐ Sandy ☐ Brown ☐ Gray ☐ Red ☐

Complexion ☐ Fair/Light ☐ Albino ☐ Ruddy ☐ Lt. Brown ☐ Black ☐ Dark ☐ Sallow ☐ Med. Brown ☐ Medium ☐ Olive ☐ Yellow ☐ Dark Brown	Scars, Marks, Tattoos and Other Characteristics
Fingerprint Classification:	Social Security Number:

Operator's License Number	O.L. State	Date of Expiration	DNA ☐ Yes ☐ No Location of DNA:
*Date of Last Contact		*Originating Agency Case Number	

*Fingerprints Available ☐ Yes ☐ No Location of the Fingerprints:	*Photo Available ☐ Yes ☐ No Photo Received ☐ Yes ☐ No Photo sent to the State Police ☐ Yes ☐ No	*Dental Records ☐ Yes ☐ No Location of the Dental Records:

Blood Type	Circumcision ☐ C ☐ N ☐ U	Footprint Available ☐ Yes ☐ No Location of the Footprints:	Body X-Rays Available ☐ Full ☐ Partial ☐ No Location of the X-Rays:

*Medication Required ☐ Yes ☐ No Medication Type	*Name of School Last Attended	*Code Number of School Last Attended Code No.
County/City Code of Birth (Mandatory if POB is VA)	Mother's Maiden Name (if POB is VA): Last First Middle	

*Telephone # of investigating agency (accessible 24 hours) Area Code ( ) -	*Authority for Release ☐ Yes ☐ No (Part IV)

Last Seen in Company of: NAME(S)	Sex	Race
(1)		
(2)		

*Name of Child's Parents or Legal Guardian: Name:

Address/City/State/Zip: Phone:

MISCELLANEOUS DATA (Information which may assist in identification: child's nickname, associates, direction of travel, hairstyle, clothing, etc.)

VEHICLE INFORMATION

License Plate Number	State	Year of Exp.	Lic. Type	VIN

Vehicle Year	Make	Model	Style	Color

Corrective Vision Prescription:

Jewelry Type and Description:

***MANDATORY DATA ELEMENTS**

****Date of Emancipation is individual's eighteenth birth date. NOT NEEDED FOR CHILD 18 OR OLDER**

Part II

CHECK APPLICABLE CONDITION:

1. ☐ DISABILITY:

Child missing is under proven physical/mental disability thereby subjecting herself/himself or others to personal or immediate danger.

2. ☐ ENDANGERED:

Child missing under circumstances indicating his/her physical safety is in danger.

3. ☐ INVOLUNTARY:

Child missing under circumstances indicating the disappearance was not voluntary.

4. ☐ JUVENILE:

Child under 18 years of age who is missing and does not meet entry criteria set forth in #1, 2, or 3. This category should not include children under the age of 12

5. ☐ MISSING CHILD:

Child between the age of 18 and less than 21 years of age who is missing and does not meet the criteria set forth in #1, #2, or #3,
Child will be entered as Missing Person Other (Message Key EMO)

PART III

I certify the child described in Part I is missing and under 21 years of age and that the information I have furnished is true and correct to the best of my knowledge and belief.

Signature	Date	Relationship

PART IV

I authorize any law-enforcement official to use photographs and/or any other identifying information I have provided in any manner they deem necessary in attempting to locate the person I am reporting missing.

I represent that I am the natural parent and/or legal guardian of the person named in this report, and have the legal right to sign this authorization and consent.

Signature	Date	Relationship

Virginia Missing Children Information Clearinghouse
Virginia State Police
Criminal Justice Information Services Division
P. O. Box 27472
Richmond, Virginia 23261-7472

Distribution:

	Mailed Original	Mailed "Located" Copy
Virginia Missing Children Clearinghouse	Date _____	Date _____
Local School Division Superintendent – 1	Date _____	Date _____
Registrar of Vital Records – 1	Date _____	Date _____
P. O. Box 1000		
Richmond, Virginia 23208-1000	By _____	By _____

Cleared VCIN/NCIC Date _____

PLEASE ATTACH A CURRENT PHOTOGRAPH OF THE MISSING CHILD TO THIS FORM

Location of Blank Missing Persons Forms (SP-183 and SP-67)

The SP-183 and SP-67 forms may be obtained by accessing the state police web site. The web site address is: http://www.vsp.state.va.us/

- Click on “Forms & Publications”
- Under “FORMS”, click “Missing”
- Select the form you need a copy of
- Select the Microsoft Word Format
- Click open

After the form is opened, you can print it or save the form in your computer file as a blank form.

You can also fill in the form and print it or save it in your computer file

Amber Alert Capability (**Criteria for the Activation)**

When an agency decides to place an Amber Alert on a child abduction, they shall contact the Virginia Missing Children Information Clearing house if all of the following criteria are met:

1. The abducted child must be 17 years of age or younger or currently enrolled in a secondary school in the Commonwealth of Virginia regardless of age (per Code of Virginia 52-34.1), and the law enforcement agency believes the child has been abducted (unwillingly taken from their environment without permission from the child's parent or legal guardian).

2. The law enforcement agency believes the missing child is in imminent danger of serious bodily harm or death.

3. A law enforcement investigation has taken place that verified the abduction or eliminated alternative explanations.

4. Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, and/or the suspect's vehicle.

5. The Child must be entered into the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) missing person files **within two hours**.

If all of the aforementioned criteria are not met, the Virginia "Amber Alert" Plan will not be activated.
Telephone Number: 804-674-2026 or 1-800-VACHILD

The agency shall also modify their NCIC/VCIN missing person entry to change the MNP field to AA if the Amber Alert is activated.

To request activation of the Virginia Amber System, contact the Virginia State Police Duty Sergeant at 804-674-2026. FAX completed Amber Alert Request Form to 804-674-6704.

Virginia Amber Alert Request Form

Abduction Information

Date Abducted:_____/_____/_____ Time Abduction:_____:_____
(mm/dd/yy) (hh:mm)

Location of Abduction:_____
(description)

Direction of Travel/Destination:_____
(City, State, Subdivision)

Vehicle Description:_____
(Make, Model, Year, Color, License Plate Number and State of Issue)

Child Information (Complete an Additional page for each child abducted)

Name:_____
(Last, First, Middle)

Gender:_____ DOB:_____ Race:_____ Height:_____ Weight:_____
(Male/Female (mm/dd/yyyy or Approx age) (Include all types) (feet/inches) (lbs)

Hair:_____ Eyes:_____
(Style and Color) (Color)

Clothing:

Shirt:_____
(Type, Long or Short Sleeve, Designs, Color, or other distinctive feature)

Pants:_____
(Type and Color)

Shoes:_____ Outerwear:_____
(Type and Color) (Type and Color)

Other:_____
(Type and Color or distinctive features)

Additional Significant Identifiers:

_____

_____

Obtain a photograph of the child, and e-mail to the Virginia State Police Duty Sergeant dutysgthq@vsp.virginia.gov.

Details:_____

_____

Abductor Information: (Complete an Additional page for each additional abductor)

Name:_____
(Last, First, Middle)

Gender:_____ DOB:_____ Race:_____ Height:_____ Weight:_____
(Male/Female) (mm/dd/yyyy or Approx age) include all types) (feet/inches) (lbs)

Hair:_____ Eyes:_____
(Style and Color) (Color)

Clothing:

Shirt:_____
(Type, Long or Short Sleeve, Designs, Color, or other distinctive feature)

Pants:_____
(Type and Color)

Shoes:_____ Outerwear:_____
(Type and Color) (Type and Color)

Other:_____
(Type and Color or distinctive features)

Additional Significant Identifiers:_____

_____

If a photograph of the abductor is available, e-mail to the Virginia State Police Duty Sergeant dutysgthq@vsp.virginia.gov.

Details:_____

_____

Contact Organization

Sheriff's Office or Police Department:_____

Contact Person:_____ Rank or Title:_____
(Last, First, MI)

Telephone Number:_____ Fax Number: _____

Cell Number:_____ Pager Number:_____

Date and Time Submitted:_____

AUTHORIZATION FOR RELEASE OF MISSING CHILD INFORMATION

For a period of one year from the execution of this form, the undersigned authorizes full disclosure of all records concerning my child to any agent of the state of Virginia, Virginia State Police, or any individual or entity assigned by the Virginia State Police, whether the records are of a public, private, internal, or confidential nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom my child's information is released or presented. The intent of this authorization is to give my consent for full and complete disclosure of confidential juvenile information. Additionally, I understand the duty of the Virginia State Police to release any information ot the proper authorities and make other reports as may be mandated by law. I also certify that any person(s) who may furnish such information concerning my child shall not be held accountable for giving this information; and I do hereby release such person(s) from and all liability which may be incurred as a result of furnishing such information. I further release the Virginia State Police, Virginia Emergency Management Agency, Virginia Broadcasters Association and its agents, and designees under this release, from any and all liability which may be incurred as a result of furnishing such information. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature. I have read and fully understand the contents of this "Authorization for Release of Juvenile Information."

PLEASE PRINT OR TYPE:

_____

Last Name, First Name, Middle Initial

_____

Current Address, House Number/Box Number Street Name/Rural Route, City, State, Zip Code

Signature: _____

LIABILITY AGREEMENT:

I hereby agree the information I have provided to you acting as an agent of the state of Virginia, Virginia State Police, Virginia Broadcasters Association or any individual or entity assigned by the Virginia State Police, to be truthful, factual, and correct. As the parent/legal custodian, I am aware that in order fot the Virginia State Police to activate the Virginia "Amber Alert", the following criteria must be met:

1. The abducted child must be 17 years of age or younger or is currently enrolled in a secondary school in the Commonwealth, regardless of age, and the law enforcement agency believes the child has been abducted (unwillingly taken from their environment without permission from the child's parent or legal guardian).

2. The law enforcement agency believes the abducted child is in imminent danger of serious bodily harm or death.

3. A law enforcement investigation has taken place that verified the abduction or eliminated alternative explanations.

4. Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, and/or the suspect's vehicle.

I am also aware I may be charged criminally for committing the crime of knowingly providing false information to law enforcement authorities. I have read and fully understand the contents of this "liability Agreement."

PLEASE PRINT OR TYPE:

_____

Last Name, First Name, Middle Initial

_____

Current Address, House Number/Box Number Street Name/Rural Route, City, State, Zip Code

Signature: _____

SP-67 (Rev. 1-1-2006)

VIRGINIA MISSING PERSON INFORMATION CLEARINGHOUSE REPORT

INVESTIGATING OFFICER			DATE REPORTED: _____ DATE ENTERED VCIN/NCIC: _____ VIC NO: _____		
PART 1					
*Agency Submitting Report:			*ORI No:		
*Last Name	*First Name	Middle Name	Suffix	*Sex	*Race
Place of Birth:		*Date of Birth:			
*Height: Ft. In.	*Weight: Lbs.	*Eye Color ☐ Black ☐ Blue ☐ Maroon ☐ Green ☐ Brown ☐ Gray ☐ Hazel ☐ Unknown ☐ Multicolor ☐ Pink	*Hair Color ☐ Black ☐ Blond ☐ White ☐ Sandy ☐ Brown ☐ Gray ☐ Red ☐		
Complexion ☐ Fair/Light ☐ Albino ☐ Ruddy ☐ Lt. Brown ☐ Black ☐ Dark ☐ Sallow ☐ Med. Brown ☐ Medium ☐ Olive ☐ Yellow ☐ Dark Brown			Scars, Marks, Tattoos and Other Characteristics		
Fingerprint Classification:			Social Security Number:		
Operator's License Number	O.L. State	Date of Expiration	DNA ☐ Yes ☐ No Location of DNA:		
*Date of Last Contact			*Originating Agency Case Number		
Fingerprints Available ☐ Yes ☐ No Location of the Fingerprints:	Photo Available ☐ Yes ☐ No Photo Received ☐ Yes ☐ No Photo sent to the State Police ☐ Yes ☐ No		Dental Records ☐ Yes ☐ No Location of the Dental Records:		
Blood Type	Body X-Rays Available ☐ Full ☐ Partial ☐ No	Location of the X-Rays:			
Medication Required ☐ Yes ☐ No	Medication Type		Medical Condition ☐ Yes ☐ No If Yes, what type:		
Last Name	First Name	Middle Name			
Person Who is Reporting Subject Missing: Address:			Contact Telephone:		
Telephone # of investigating agency (accessible 24 hours) Area Code ( ) -			Authority for Release ☐ Yes ☐ No (Part IV)		
Last Seen in Company of: NAME(S)				Sex	Race
(1)					
(2)					
MISCELLANEOUS DATA (Information which may assist in identification: nickname, associates, direction of travel, hairstyle, clothing, etc.)					
VEHICLE INFORMATION					
License Plate Number	State	Year of Exp.	Lic. Type	VIN	
Vehicle Year	Make	Model	Style	Color	
Corrective Vision Prescription:					
Jewelry Type and Description:					

* MANDATORY DATA ELEMENTS

PART II

CHECK APPLICABLE CONDITION:

1. ☐ DISABILITY:

   Person missing is under proven physical/mental disability or is senile thereby subjecting herself/himself or others to personal or immediate danger.

2. ☐ ENDANGERED:

   Person missing under circumstances indicating his/her physical safety is in danger.

3. ☐ INVOLUNTARY:

   Person missing under circumstances indicating the disappearance was not voluntary.

4. ☐ Other

   A person 21 or older not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety.

PART III

I certify the person described in Part I is missing and that the information I have furnished is true and correct to the best of my knowledge and belief.

Signature	Date	Relationship

PART IV

I authorize any law-enforcement official to use photographs and/or any other identifying information I have provided in any manner they deem necessary in attempting to locate the person I am reporting missing.

Signature	Date	Relationship

Virginia Missing Person Information Clearinghouse
Virginia State Police
Criminal Justice Information Services Division
P. O. Box 27472
Richmond, Virginia 23261-7472

***** IMPORTANT *****

PLEASE ATTACH A CURRENT PHOTOGRAPH OF THE MISSING PERSON TO THIS FORM

VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE

Effective July 1, 1985, Section 52.31 of Code of Virginia establishes the Missing Children Information Clearinghouse within the Department of State Police. Section 52-32 defines missing child and missing child report. Section 52.33 sets forth the powers and duties of the clearinghouse. Section 15.1-131.9 requires that all police and sheriff's departments take reports immediately. Section 52-34 requires that the Clearinghouse be notified immediately upon locating the child. (The requirement is fulfilled when the missing child is cleared from the computerized missing person file.) Missing Children Information Clearinghouse telephone number is:

1-800-822-4453 (1-800-VACHILD)

Missing Children Report Documentation Form (SP-183) Instructions

The SP-183 must be completed with all information available including the following:

1. Part III and IV.

Missing Adults Documentation

The SP-67 missing adult report form on page II-10-22 is a suggested form that can be used to enter missing adults.

Message Use

The "EMD." message is utilized to enter data describing a person of any age who is missing and who is under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal or immediate danger.

The "EMI." message is utilized to enter data describing a person of any age who is missing under circumstances indicating that the disappearance was not voluntary.

The "EME." message is utilized to enter data describing a person of any age who is missing under circumstances indicating that his/her physical safety is in danger.

The "EMJ." message is utilized to enter data describing a person who is declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth for EMD, EMI, EME, or EMV.

The "EMO." message is utilized to enter data describing a person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety.

The "EMV." message is utilized to enter data describing a person of any age who is missing after a catastrophe.

Formats:
- 314 Enter Missing Disability Juvenile
- 315 Enter Missing Disability Adult
- 316 Enter Missing Involuntary Juvenile
- 317 Enter Missing Involuntary Adult
- 318 Enter Missing Endangered Juvenile
- 319 Enter Missing Endangered Adult
- 320 Enter Missing Catastrophe Victim
- 323 Enter Missing Adult Other
- 321 Enter Missing Juvenile

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION **Used only with MKE of EMJ or EMJC**	MANDATORY	DOE	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC

EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	4-4	ALPHABETIC (2) NUMERIC (4)
MISSING PERSON	MANDATORY	MNP	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF LAST CONTACT	MANDATORY	DLC	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FINGERPRINTS AVAILABLE	MANDATORY/ OPTIONAL*	FIA	1-1	ALPHABETIC
PHOTO AVAILABLE	MANDATORY/ OPTIONAL*	PHA	1-1	ALPHABETIC
DENTAL RECORDS AVAILABLE	MANDATORY/ OPTIONAL*	DRA	1-1	ALPHABETIC
MEDICATION REQUIRED	MANDATORY/ OPTIONAL*	MED	1-40	ALPHABETIC
PHONE NUMBER of INVESTIGATING AGENCY	MANDATORY/ OPTIONAL*	PHN	12-12	NUMERIC
AUTHORIZED FOR RELEASE	MANDATORY/ OPTIONAL*	AUTH	1-1	ALPHABETIC
SCHOOL LAST ATTENDED	MANDATORY/ OPTIONAL*	SCH	3-3	NUMERIC
COUNTY/CITY OF BIRTH **Used only when POB is VA**	MANDATORY/ OPTIONAL*	COB	3-3	NUMERIC

MOTHER'S MAIDEN NAME	MANDATORY/ OPTIONAL*	MAI	3-30	ALPHABETIC
ACCOMPANYING	MANDATORY/ OPTIONAL*	ACC	7-104	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-1	ALPHABETIC
MISSING PERSON CIRCUMSTANCES	OPTIONAL	MPC	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE COLOR	OPTIONAL	VCO	3-7	CODE AS DEFINED IN *NCIC CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN *NCIC CODE MANUAL*
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	ALPHABETIC
BODY X-RAYS	OPTIONAL	BXR	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	1-50	CODE AS DEFINED IN *NCIC CODE MANUAL*
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL

Requirements Listed as Conditional, Optional Set or Mandatory/Optional

1. When entering a missing person, except EMJ and EMJC, you must have at least one numeric identifier, DOB, FBI NBR, MIS NBR, SOC, OLN (when OLN is used it must include OLS and OLY), LIC (with LIS, LIY, LIT), or VIN (With VYR, VMA, and VST).

   a. When the message key is EMJ or EMJC, the DOB and DOE must be included

2. When either of the fields "LIC," "LIS," "LIY," or "LIT" are used, all four (4) fields must be used.

3. When either of the fields "LKI" or "LKA" is used, both must be used as a set.

4. The items listed as mandatory/optional***** are only required when entering a missing juvenile (EMJ. EME, EMI).

CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of a missing person message are the same as the corresponding fields of a missing person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

Example: Missing Adult with Disability and Caution

EMDC.VAVSP01T1.STRINGBEAN,LEROY WILLIAM.M.W.VA.19510105..509.160.BRO.
BRO...TAT L FGR...227112222.T12345678.VA.2004.MP.20071030.2007-22.....
SUBJECT HAS A PACE MAKER.....50

1030 00005 0706 HFS
VCIN REPLY
VAVSP01T1

***** ENTER MISSING PERSON - RECORD ENTERED *****

MKE/MISSING PERSON - DISABILITY - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM
OCA/2007-22 VIC/300363312
****** END OF RECORD *****

MRI 5 IN: HFS 2 AT 30OCT2007 07:06 OUT: HOWL 2 AT 30OCT2007 07:06

1030 00007 0707 HFS
NCIC REPLY
VAVSP01T1
NAM/STRINGBEAN,LER0Y WILLIAM NIC/M460021402
OCA/2007-22
MRI 7 IN: HFS 3 AT 30OCT2007 07:06 OUT: HOWL 3 AT 30OCT2007 07:07

Example: Missing Juvenile

EMJ.VAVSP01T1.STRINGBEAN,LEROY WILLIAM JR.M.W.MD.19950105.20130105.506.160.
BRO.BRO..FAR.TAT L HND.....MP.20021216.2002-22.N.N.N.Y ZOCOR.804-323-2000.Y.118..
SMITH,LINDA....LAST SEEN WEARING BLUE SHIRT AND JEANS

1030 00011 0711 HFS
VCIN REPLY
VAVSP01T1

***** ENTER MISSING PERSON - RECORD ENTERED *****

MKE/MISSING PERSON - JUVENILE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM JR
OCA/2002-22 VIC/300363313
****** END OF RECORD *****

MRI 11 IN: HFS 5 AT 30OCT2007 07:11 OUT: HOWL 4 AT 30OCT2007 07:11

1030 00014 0711 HFS
NCIC REPLY
VAVSP01T1
NAM/STRINGBEAN,LER0Y WILLIAM JR NIC/M840021318
OCA/2002-22

MRI 14 IN: HFS 7 AT 30OCT2007 07:11 OUT: HOWL 5 AT 30OCT2007 07:11

NCIC $.K. Administrative Message

1. $.K. Missing Information Notification

An agency is required to verify and update NCIC missing person record entries with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a $.K. administrative message identifying the blank fields will be transmitted. The $.K. will also include the record. An example of the $.K. message follows:

$.K.
VA1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600 EST 20021030. YOUR ENTRY NIC/M000069216, OCA/56789 HAS INFORMATION MISSING FROM THE FOLLOWING KEY DATA FIELDS: DCH, FPC, SMT.
IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.
MKE/MISSING PERSON JUVENILE
ORI/VA1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19851012 DOE/20031012 HGT/510 WGT/165 EYE/GRN HAI/BRO SKN/FAR
SOC/216343737
MNP/MP DLC/20020830 OCA/56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
MPC/RUNAWAY
BLT/OPOS CRC/C FPA/N
BXR/PJWT/PK,RI
JWL/GOLD CROSS ON CHAIN
NIC/M000069216 DTE/20020930 1425 EDT

2. $.K. AMBER Alert Follow-Up Notifications

A $.K. administrative message is sent to the NCMEC 72 hours after the AMBER Alert (AA) code is entered into the Missing Person (MNP) Field of the NCIC missing person record and a second $.K. is produced 30 days after the AA code is entered into the MNP Field. Upon receipt of the $.K. notifications, the NCMEC will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.The following are examples of the $.K. administrative messages:

$.K. 72 HOUR AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051121
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS
VERIFY STATUS OF AMBER ALERT WITH ORI

(Followed **by a copy of the Missing Person Entry**)

Additional Guidelines for Entry

1. The ORI must account for all fields in the missing person record. Agencies should ensure that all available data called for in the record format are entered when the entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MM). Guidelines for the entry of aliases and/or other identifiers as a supplemental record to a missing person record are located in this section of the manual; refer to the table of contents for page number.

2. If a DOB is the only numerical identifier, it must be a valid Gregorian date or the entry will be rejected. A valid Gregorian date of birth is mandatory when the message key is EMJ or when the MNP is CA or AA.

3. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated from the NCIC computer stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

   ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK
   FOR A DATA ENTRY ERROR

4. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabetics from the number itself in the MNU Field.

5. If a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the Miscellaneous (MIS) Field:

   RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country). REFER TO NCIC, VCIN MANUAL, MISSING PERSON FILE CHAPTER FOR FURTHER INFORMATION BEFORE PLACING A LOCATE.

6. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

7. An initial missing person record may be entered when the HGT, WGT, HAI, and EYE values are unknown if the FBI Field contains data or the MIS Field contains PHOTOS AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Number or the MIS Field text is not present, the transaction will be rejected.

8. PERSONAL DESCRIPTORS

Entry instructions for NAM, SEX, RAC, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, BLT, CRC, FPA, BXR, VRX, and JWT can be found in Personal Descriptors, *NCIC Code Manual*. Codes for entering the POB can be found in State and Country Codes, *NCIC Code Manual*. Codes for entering license and vehicle data can be found in Vehicular Data Codes, *NCIC Code Manual*.

9. DATE OF EMANCIPATION (DOE)

a. The DOE Field is mandatory when the message key is EMJ or EMJC. It must be left blank for all other missing person MKEs. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the statutes of his/her state of residence. The DOE cannot be less than 12 years or more than 21 years later than the date of birth. DOE is entered in the same manner as a DOB, i.e., year, month, and day. For example, a missing person who was born on July 5, 1988, and is emancipated at the age of 18 years would be entered in file with DOB/19950705 and DOE/20130705.

b. Most states have a fixed age of emancipation, which is commonly referred to as the age of majority. However, many states have exceptions, which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18 may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.

10 DATE OF LAST CONTACT (DLC)

Agencies should enter the date that the missing person was last seen or heard from. Agencies should not enter the date that the missing person report was received or the date that the record is entered unless it is the same date that the missing person was last heard from or seen.

11. FINGERPRINTS AVAILABLE

The FIA field may contain a maximum of 1 alphabetical character, "Y" or "N."

12. PHOTO AVAILABLE

The PHA field may contain a maximum of 1 alphabetical character “Y” or “N.”

13 DENTAL RECORDS AVAILABLE

The DRA field may contain a maximum of 1 alphabetical character, "Y" or "N."

14. MEDICATION REQUIRED

One alphabetical character, "Y" or "N." If Y, the type of medication must follow, for example Y Insulin. If Y, minimum of five and maximum of 40 characters. If N, maximum of one.

15. PHONE NUMBER OF INVESTIGATING AGENCY

The PHN is the 24 hour phone number of investigating agency including area code with the dashes as shown in example: 804-666-2345.

16. AUTHORIZED FOR RELEASE

Y for Yes, N for No. Must be a Y to authorize the Missing Children Clearinghouse to release information on child.

17. SCHOOL LAST ATTENDED

Must be 3 numeric characters. Refer to the **Table of Contents** of this section for location of codes.

18. COUNTY OR CITY OF BIRTH

Must be one of the three numeric codes, refer to the **Table of Contents** of this section for location of codes, if place of Birth is VA for Virginia. The field is left blank if Place of Birth is other than VA.

a. The entry of February 29 (----0229) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, agencies should enter March 1 for the DOE. The DOE must be complete (include year, month, and day) or the entry will be rejected.

19. MOTHER'S MAIDEN NAME

Minimum of five and maximum of thirty characters including alphabetic, one comma, hyphen(s), and spaces; comma must follow last name.

20. ACCOMPANY FIELD

One to three names of persons, with respective sex and race separated by slashes, in whose company the juvenile was last seen or person(s) thought to be accompanying the missing juvenile.

Example: **DOE,JANE/F/W/DOE,JOHN/M/W/QUE,SUSAN/F/W**

21. LINKAGE DATA (LKA AND LKI)

a. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An ORI entering a record which shares the same incident of a record entered for a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields. The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry

b. In the entry message, the LKI and LKA Fields immediately follow the ACC Field. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

22. MISCELLANEOUS (MIS) DATA

a. The code SVIN is entered as the first item in the MIS Field to disable vehicle edits when an OAN, state-assigned, or nonconforming 17-character VIN is entered.

b. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the Mis Field. All additional searchable data should be entered in a supplemental record (MKE/EMN), illustrated and explained in this chapter, as this procedure increases the chances of a hit on the record. Nicknames (monikers) are to be entered in the MIS Field, not in the Alias Field, of the missing person record.

c. The types of information that should be included in the MIS Field are:

1. Clothing description (size, color, style, laundry marks)
2. Shoes (size, style, color)
3. Smoker (pipe, cigar, cigarette, brand)
4. Tobacco chewer (brand)
5. Fingernails (polish, length, biter)
6. Possible destination
7. Amount of money in possession
8. Medication in possession
9. Left handed
10. Right handed
11. Explanation/description of scars, marks, tattoos, and physical characteristics
12. Conditions under which a juvenile is listed as missing
13. Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation
14. Missing body parts recovered

d. In the event of a criminal kidnaping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification.

e. A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement.

f. An ORI can request notification each time its record is hit, regardless of whether the person's whereabouts is known. The entering agency should use the NOA Field.

g. When a missing person record for an individual that was previously identified by partial recovered body parts is left active, the entering agency should list the body parts that were recovered in the MIS Field.

h. If the HGT or WGT Fields contain UNK and the FBI Field is blank, the MIS Field must begin with PHOTOS AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS.

i **State Police Only:**

The code number of the investigating sworn employee must be entered as the first four characters in the miscellaneous field unless item “a” above is used, then the code number will follow the “SVIN” code.

23. MISSING PERSON CIRCUMSTANCES (MPC)

The MPC Field is optional and provides additional information concerning the nature of the disappearance. The allowable values are the following:

S = Abducted by a stranger
R = Runaway
N = Abducted by a noncustodial parent

24. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the missing person is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.

25. VEHICLE OR LICENSE PLATE DATA

a. Vehicle and/or license plate data may be entered as part of a missing person record provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the missing person may be operating (or be a passenger in) the vehicle or a vehicle bearing the license plate.

b. Mere knowledge or verification with the appropriate department of motor vehicles that a vehicle and/or license plate is registered to the missing person does not meet the criteria for entry of either or both as part of his/her record.

c. In instances where the vehicle or license plate of the subject of a missing person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files and cross-referenced by the agency possessing the theft report or handling the felony investigation.

d. Should the missing person entry contain data about a vehicle or license plate, which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already in file at the time the missing person entry is acknowledged.

e. When the vehicle in the record has been recovered, the vehicle data must be removed from the missing person record.

26. CAUTION AND MEDICAL CONDITIONS (CMC)

When a missing person record is entered with a caution indicator, the MKE ends with a -C, and the CMC Field must contain a valid caution and medical code. The "Enter alias(es) and additional identifiers" section of this chapter describes procedures for entry of additional CMC codes as a supplemental record to a missing person record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous
05 = Violent Tendencies
10 = Martial Arts Expert
15 = Explosive Expertise
20 = Known to Abuse Drugs
25 = Escape Risk
30 = Sexually Violent Predator - Contact ORI for Detailed Information
40 = International Flight Risk
50 = Heart Condition
55 = Alcoholic
60 = Allergies
65 = Epilepsy
70 = Suicidal
80 = Medication Required
85 = Hemophiliac
90 = Diabetic
01 = Other

The CMC Field is not utilized in automatic cross-search; therefore, all applicable scars, marks, tattoos, and other characteristics should be entered in the SMT Field.

27. VEHICLE OR LICENSE PLATE DATA AND THE $.8. PROGRAM

An agency making a missing person entry containing data on a vehicle or license plate registered in another state must advise the CTA in the state of registry about such an entry if the state of registry is not a $.8. Program participant. Additional information concerning the $.8. Program can be found in the Introduction chapter of NCIC manual.

28. JEWELRY DESCRIPTION (JWL)

The JWL Field may contain free text consisting of alphanumeric and/or any special character that may further describe the jewelry, e.g., engravings, color, number of stones, etc.

29. MISSING PERSON (MNP)

a. The MNP Field is mandatory for all entries. If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP must be either MP or CA (Child Abduction).

b. If MNP is CA, the missing person's age must be less than 18 years of age or currently enrolled in a secondary school in the Commonwealth of Virginia regardless of age),. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the FBI's National Center for the Analysis of Violent Crime (NCAVC) and Strategic Information Center (SIOC), and the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

c. Glossary of Terms

1. CASKU -- The FBI's Child Abduction and Serial Killer Unit is part of the Critical Incident Response Group located at Quantico, Virginia. Upon request, CASKU provides immediate operational assistance to federal, state, and local law enforcement agencies involved in the investigation of child abduction and serial homicide cases. CASKU lends support to these agencies in an effort to recover victims and resolve cases. CASKU also works closely with the FBI's Violent Criminal Apprehension Program (VICAP) and the National Center for Missing and Exploited Children (NCMEC).

2. NCMEC -- The National Center for Missing and Exploited Children, a de facto public (governmental) agency, was created in April 1984. The Center was established to aid the parents of missing and exploited children. Legislation enacted in 1984 and in 1990 further defined the role and mission of NCMEC and mandated close liaison between NCMEC and law enforcement. In 1984, NCMEC was assigned an Originating Agency Identifier (ORI) and given inquiry access to the NCIC Missing, Unidentified, and Wanted Person Files.

d. $.8. Administrative Messages

1. Whenever an entry is made using the CA in the MNP Field, NCIC will notify both CASKU and NCMEC with a $.8. Administrative Message. Upon receipt of the message, CASKU will be able to notify the FBI Field Divisions and the Violent Crimes/Fugitive Section, and offer assistance to the investigative agencies. NCMEC will be able to provide immediate technical assistance (e.g., advice, publications, etc.) to the agency entering the Missing Person record.

2. A $.8. Administrative Message will also be sent to CASKU and NCMEC whenever an EME or EMI record is modified or canceled.

e. CASE EXAMPLES USING CODE CA

1. CASKU and NCMEC have provided the following examples of cases which they consider meet the criteria for using the CA code in the MNP.

a) Mrs. Jones reports to police that her 7-year old daughter has not been returned by the non-custodial father after a court-approved visitation period. The non-custodial parent has contacted the mother by telephone and has indicated that he will kill the child if he's forced to return her. The non-custodial father has a violent temper, is suicidal, and has a history of mental illness.

b) Parents report to police at 2300 hours that their 16-year old son is missing. The boy left for school in the morning and never returned home. Their son has never run away, and they can think of no reason why he would leave without telling them. The boy recently witnessed a homicide and made the identification that led to the arrest of a suspect in the shooting. He is scheduled to testify in court in the near future and has received several threatening telephone calls from the suspect's family.

c) Mary Brown, 14 years of age, is reported missing to police by her mother at 1900 hours. The mother reports that her daughter has a 20-year old boyfriend and has been forbidden to continue seeing him. The boyfriend is a convicted drug dealer and is armed and dangerous. The child was last seen being pulled into a green 1993 Mercedes at 1630 hours about 3 blocks from her home. A witness description of the assailant is consistent with the description of the girl's boyfriend.

d) Bill Smith, 7 years old, and Mary Smith, 9 years old, have been abducted by their mother after a bitter court battle over custody of the children. The court awarded custody to the children's father and refused to allow unsupervised visitation periods to the mother. Custody was awarded to the father because the police have concluded an investigation that has confirmed that the mother has physically and sexually abused the children on a number of occasions in the past. Charges have been filed against the abductor and a warrant is being issued for her arrest.

e) At 1330 hours, Joan Green reports to police that her 3-year old daughter Melissa is missing. Mrs. Green reports that Melissa was playing in a sandbox located in the fenced-in yard behind their home at 1310 hours. Mrs. Green left Melissa unattended for just a few minutes to answer a telephone call in the kitchen. When she returned to the yard, the gate to the street was open and Melissa was gone. Mrs. Green stated that Melissa could not have opened the gate door because the lock was situated at the top of the door, well out of the child's reach.

f) A 2-day old infant is removed from a maternity ward by a woman posing as a nurse.

g) Brothers, ages 10 and 4, are abducted by their non-custodial father. An investigation determines that the father is unstable and may kill the boys to get back at his former spouse.

2. The following are cases provided by CASKU and NCMEC **do not** meet the criteria for using the CA code.

a) Parents report to police at 2300 hours that their 16-year old son is missing. The boy left for school in the morning and did not return home. The parents indicate that they had argued with their son the night before over poor school grades and had suspended his driving privileges. It was also determined that the child had removed $300 from his savings account earlier that day.

b) Mary Brown, 14 years of age, is reported missing to police by her mother at 1800 hours. The child's mother reports that her daughter had a 17-year old boyfriend and had been forbidden from seeing him. The parents of the 17-year old boy have also reported him missing to police. The police have reason to believe that the missing children are headed for Florida in a vehicle stolen from a local parking lot.

30. DNA PROFILE INDICATOR (DNA) and DNA Location (DLO)

Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample, must be entered in the DLO Field. The DLO field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

1. When a missing person record is entered or modified, NCIC automatically compares the data in that record against all unidentified person records in NCIC. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are the following:

Missing Person Record Identifiers		Unidentified Person Record Identifiers
Date of Birth	-	Estimated Year of Birth
Sex	-	Sex
Race	-	Race
Ethnicity		Ethnicity
Height	-	Estimated Height
Weight	-	Estimated Weight
Eye Color	-	Eye Color
Hair Color	-	Hair Color
Date of Last Contact	-	Estimated Date of Death
Date of Last Contact	-	Date Body Found
Scars, Marks, Tattoos, etc.	-	Scars, Marks, Tattoos, etc.
Fingerprint Classification	-	Fingerprint Classification
Jewelry Type	-	Jewelry Type
Originating Agency State Code	-	Originating Agency State Code
Blood Type	-	Blood Type
Dental Characteristics	-	Dental Characteristics

2. Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in the identification process.

3. Once the comparisons are made, all entering/updating agencies are notified of the results through administrative messages. The $.M. administrative message advises an agency that a possible match(es) has been made on its record. This message is transmitted to the ORI of the new/modified record and the ORI(s) of the matched record(s).

4. The message includes abbreviated records for up to 100 possible matches. If more than 100 records were matched, the remaining records can be obtained by contacting FBI CJIS staff. If the cross-search does not produce any match, all entering/updating agencies are notified through a $.N. administrative message.

Message Use

The "MM." message is used to add, delete, or change data in a missing person record and is restricted to the agency (ORI) that entered the record. A modification message to delete information in the MNU, DOB, SOC, SMT, or CMC Fields of the base record will cause the oldest data with that MFC in the supplemental record to move up to the base record.

Format 322

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

Example:
MM.VAVSP01T1.NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363312.OCA/2007-22.HAI/BLK

1030 00019 0808 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363312.OCA/2007-22.HAI/BLK.

***** MODIFY MISSING PERSON - RECORD MODIFIED *****

MKE/MISSING PERSON - DISABILITY - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM
OCA/2007-22 VIC/300363312 NIC/M460021402
***** END OF RECORD *****

MRI 19 IN: HFS 9 AT 30OCT2007 08:08 OUT: HOWL 6 AT 30OCT2007 08:08

1030 00021 0809 HFS
NCIC REPLY
VAVSP01T1
MODIFY NAM/STRINGBEAN,LER0Y WILLIAM OCA/2007-22

MRI 21 IN: HFS 10 AT 30OCT2007 08:08 OUT: HOWL 7 AT 30OCT2007 08:09

Additional Guidelines for Modification

1. When a vehicle in a missing person record is recovered prior to location of the missing person, the message field code, LIC-VCO/, may be used to remove all vehicular data without identifying each individual field. The characters LIC-VCO/ instruct the NCIC/VCIN System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. example:

   MM.VA1012600.NAM/SMITH, JOHN J.VIC/300123456.OCA/200212345.LIC-VCO/.

   a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

2. The special modification message explained above cannot be used to remove less than all of the vehicular data from a missing person base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, and LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth as shown in the following modify message:

   MM.VA1012600.NAM/SMITH, JOHN J. VIC/300123456.LIC/.LIS/.LIY/.LIT/.

   a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

3. If a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the Miscellaneous (MIS) Field:

   RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country). REFER TO NCIC/VCIN MANUALS, MISSING PERSON FILE FOR FURTHER INFORMATION BEFORE PLACING A LOCATE.

4. When a missing person record is modified to contain HGT, WGT, HAI, and EYE values of unknown, the FBI Field must contain data or the MIS Field must contain PHOTOS AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Number or the MIS Field text is not present, the transaction will be rejected.

Automatic Cross-Search with Unidentified Person Records

Modifying a missing person record will cause an automatic cross-search of the updated record with unidentified person records in NCIC

Missing Person Interest (MIF) Field

The MIF Field is a one-character field reserved to show NCMEC interest in a missing person record. Only NCMEC can utilize this field via a modification message. The field can contain Y or N. If the MIF Field contains Y, NCIC will notify NCMEC of all subsequent modify, cancel, locate, or clear transactions.

Message Use

The "QM." message is utilized to query the missing person file (NCIC files only) with non-unique identifiers.

Format 326

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
ETHNICITY	MANDATORY	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL

Example

QM.VAVSP00H0.AGE/35.SEX/M.RAC/W.HGT/511.WGT/148.EYE/BRO.HAI/BRO

1101 00065 1105
NCIC REPLY

VAVSP00H0
QUERY MISSING PERSON RECEIVED

MRI 65 IN: NC2S 9 AT 01NOV2007 11:05 OUT: HOWL 2 AT 01NOV2007 11:05

1101 00066 1106 HFS
VCIN REPLY
VAVSP00H0

RTYPE/NOHIT
AGE/35.SEX/M.RAC/W.HGT/511.WGT/148.EYE/BRO.HAI/BRO

***** NO VCIN MISSING PERSON RECORD FOR YOUR INQUIRY ABOVE *****

MRI 66 IN: HFS 28 AT 01NOV2007 11:05 OUT: HOWL 3 AT 01NOV2007 11:06

1204 52627 1449
$M.VAVSP00H1.
$.M.1N01HOWL52596QM
VAVSP00H1

NCIC HAS 21 POSSIBLE MATCHES FOR YOUR INQUIRY ON:
AGE/35 SEX/M RAC/W EYE/BR0 HAI/BR0 HGT/511 WGT/148
THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS.

MKE/MISSING PERSON INVOLUNTARY
ORI/CA0130200 NAM/RAMIREZ,FARID PEREZ SEX/M RAC/W DOB/19671204
HGT/510 WGT/150 EYE/BR0 HAI/BR0 SKN/LGT
MNP/MP DLC/19900314 OCA/90-1513
FPA/N
ORI IS CALEXICO PD 760 768-2140
NIC/M413187430 DTE/19900316 0000 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON ENDANGERED
ORI/WAKCS0000 NAM/SCH0LZ, JAS0N TH0MAS SEX/M RAC/W DOB/19680223
HGT/511 WGT/150 EYE/BR0 HAI/BR0 SMT/SC CHIN
FPC/PMPIP022SRDI71TTPI17
OLN/SCH0LJT325C3 OLS/WA OLY/1990
MNP/MP DLC/19881105 OCA/88265764
MIS/MISSING AFTER RAFTING ACCIDENT,CALL M0THER JULIE SCH0LZ,206 670-1914 0R
MIS/659-6236, VERIFY 206 296-0970
FPA/N
ORI IS KING COUNTY DPS POLICE SEATTLE 206 296-0970

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/N0NE
TOOTH STAT RSTRTNS / CARIES APPL OTHER CHAR
M O D B L
1 X
2 1 1 1
3 1 1 1
8 N
9 N
14 1 1
15 1 1 1
16 X
17 I
18 1 1 1
19 1 1 1
30 1 1 1 1
31 1 1 1
32 I
NIC/M584806289 DTE/19920818 0000 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
M413187430 081 M584806289 071 M190424223 071 M322773847 071
M130119276 069 M911747166 069 M692022148 066 M152629437 065

MRI 152627 IN: NC21 7327 AT 04DEC2002 14:48 OUT: HOWL 46 AT 04DEC2002 14:50

Requirements for Nonunique Identifier Inquiry (QM)

1. The following fields are mandatory for a nonunique identifier inquiry: MKE, ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.

2. The NAM Field is optional.

3. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first character (1) should be dropped.

4. Sex, race, ethnicity, eye color, and hair color should be coded following the instructions set forth in Personal Descriptors, *NCIC Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.

5. Approximate height in the inquiry plus or minus 3 inches will be searched.

6. Approximate weight in the inquiry plus or minus 10 pounds will be searched. Inclusion of a name in the inquiry will limit the response.

7. After the search is conducted on AGE, SEX, RAC, EYE, HAI, HGT, and WGT, the New York State Identification and Intelligence System (NYSIIS) code in the records found will be compared with the NYSIIS code of the name in the inquiry. Only those records and additional NICs with matching NYSIIS codes will be returned to the inquiring agency.

Additional Guidelines for Nonunique Identifier Inquiry

1. When a nonunique identifier inquiry is received, NCIC searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.

2. A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC to select up to 20 most likely candidate records for the response to the inquiring agency.

3. To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record(s) to confirm a match.

4. IMAGE INDICATOR (IND)

    a. The QM may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned.
    QM.VA1230000.AGE/35.SEX/M.RAC/W.HGT/511.WGT/160.EYE/BRO.HAI/BRO.IND/Y

b. The following would be returned after the immediate confirm caveat for a mugshot image:
IMR/MNAM:SMITH, JOHN J DOB:19641012
RAC:W HGT:510 WGT:165 DOI:19881012
NIC:M000069216 IMN:I000001233 00256
<image>.

c. The Image Response (IMR/) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the person record and the IMN. Following the IMN is the image size in bytes (00256), and, last, <image> would be replaced with the actual image.

5. EXPANDED NAME SEARCH (ENS)

a. Nonunique (QM) inquiries may also contain the Expanded Name Search (ENS) Field to specify that if the NAM Field is used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each input name part as a last name, interchanging the remaining name parts as given names. Additional information on ENS can be found in the Introduction chapter of the NCIC manual.
QM.VA1230000.AGE/30.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/510.WGT/160.
NAM/FRANK,MILES ENS/Y

b. The following hit response based on ENS would be returned:
NCIC HAS 1 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS
MKE/MISSING PERSON INVOLUNTARY
ORI/DC1014300 NAM/MILES, FRANK SEX/M RAC/W POB/FL DOB/19701012
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR SMT/TAT L LEG
FPC/PMPICI14151617181920 SOC/211440001
MNP/MP DLC/19981001 OCA/CS12345
MIS/LAST SEEN AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 555-1111
NIC/M107650007 DTE/19981003 0000 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

6. The ARE Field must be valid state, territory, or province code as listed in the *NCIC Code Manual*. NCIC will search all records for a particular state, territory, province, or region. When an inquiry contains ARE/ followed by a valid code and an asterick, the response to the inquiry will be limited to records containing the same code and/or US in the first two position of the ORI field. Any code may be followed by an astrick.

a. If the asterisk is not used, the search will be conducted on a specific region associated with the state, territory, or province code as detailed in the following list.

7. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

Area Inquiry Code	ORI of Records Returned in Response	Area Inquiry Code	ORI of Records Returned in Response
AL	AL, FL, GA, LA, MS, NC, TN, & US	NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
AK	AK, BE, YT, & US	ND	MN, MT, ND, SD, WY, MB, SN, & US
AZ	AZ, CA, CO, NV, NM, UT, & US	OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US	OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
CA	AZ, CA, NV, OR, & US	OR	CA, ID, NV, OR, WA, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US	PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US	RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NY, PA, VA, & US	SC	GA, NC, SC, TN, & US
DC	DE, DC, MD, NY, PA, VA, WV, & US	SD	IA, MN, MT, NB, ND, SD, WY, & US
FL	AL, FL, GA, MS, & US	TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
GA	AL, FL, GA, NC, SC, TN, & US	TX	AR, CO, KS, LA, NM, OK, TX, & US
HI	HI & US	UT	AZ, CO, ID, NV, NM, UT, WY, & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US	VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US	VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US	WA	ID, MT, OR, WA, BC, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US	WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TN, & US	WI	IL, IN, IA, MI, MN, WI, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US	WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
LA	AL, AR, LA, MS, OK, TX, & US	AB	CD, ID, MT, AB, BC, NT, SN, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US	BC	CD, AK, ID, MT, WA, AB, BC, NT, YT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US	CD	CD, AB, BC, CD, IC, MB, NF, NK, NS, NT, ON, PE, PQ, SN, YT, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US	MB	CD, MN, MT, ND, MB, NT, ON, SN, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US	NF	CD, NF, PQ, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US	NK	CD, ME, NK, NS, PE, PQ, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US	NS	CD, ME, NK, NS, PE, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US	NT	CD, AB, BC, MB, NT, PQ, SN, YT, & US
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US	ON	CD, IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US	PE	CD, NK, NS, PE, & US
NV	AZ, CA, ID, NV, OR, UT, & US	PQ	CD, ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US	SN	CD, MT, ND, AB, MB, NT, SN, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US	YT	CD, AK, BC, NT, YT, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US	PR	PR, VI, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US	VI	PR, VI, & US

Message Use

The "QWA." Searches all NCIC/VCIN Persons Files without limitations, **including Interpol**
Refer to the NLETS section of this manual for more details on Interpol.

Format: 212

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FBI NUMBER	CONDITIONAL	FBI	9-9	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

Requirements Listed as Conditional or Optional Set

1. When inquiring on a person by name, sex, race, you must have at least one numeric identifier, DOB, SOC, OLN, MNU, or FBI.

    a. If more than one or all of the numeric identifiers are included in the transaction, the computer will search by the name, sex, race, and DOB, followed by a separate search on each of the other numeric identifiers.

    b. In addition the ACC field of the VCIN Missing Person file is searched by name, sex, and race.

2. When inquiring on the VCIN number (VIC), you do not use the name, sex, and race. This type of inquiry will only search the Virginia (VCIN) missing persons file only.

3. When inquiring on the NCIC number (NIC), you do not use the name, sex, and race. This type of inquiry will only search the NCIC/VCIN missing person files only.

4. When inquiring by name and OCA, you do not use the sex and race fields. The **exact spelling** of the name as contained in the record is required when inquiring with only NAM and OCA.

5. A juvenile offender (Category 2) record response will be restricted to those agencies in states that have signed the Rendition Amendment to the Interstate Compact on Juveniles. Only those federal agencies located in Rendition states will be allowed access to Category 2 records.

Example:

QWA.VAVSP02T1.NAM/STRINGBEAN,LEROY.SEX/M.RAC/W.DOB/19510105

1030 00034 0820 HFS
VCIN REPLY
VAVSP02T1
RTYPE/HIT

MKE/MISSING PERSON - DISABILITY - CAUTION
CMC/HEART CONDITION
NAM/STRINGBEAN,LEROY WILLIAM
SEX/M RAC/W DOB/19510105
HGT/509 WGT/160 EYE/BRO HAI/BLK SMT/TAT L FGR
POB/VA
SOC/227112222
OLN/T12345678 OLS/VA OLY/2004
MIS/SUBJECT HAS A PACE MAKER
DLC/20071030
VIC/300363312 OCA/2007-22 NIC/M460021402
DTE/20071030 DTM/20071030
** END OF RECORD - CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I

MRI 34 IN: HFS 16 AT 30OCT2007 08:20 OUT: HOWL 10 AT 30OCT2007 08:20

Example of NCIC reply is on the next page

1030 00035 0825
NCIC REPLY

VAVSP02T1
MKE/MISSING PERSON DISABILITY - CAUTION
HEART CONDITION
ORI/VAVSP01T1 NAM/STRINGBEAN,LER0Y WILLIAM SEX/M RAC/W POB/VA DOB/19510105
HGT/509 WGT/160 EYE/BR0 HAI/BLK
SMT/TAT L FGR
SOC/227112222
OLN/T12345678 OLS/VA OLY/2004
MNP/MP DLC/20071030 OCA/2007-22
MIS/SUBJECT HAS A PACE MAKER
DNA/N
ORI IS SP DIVISION 1 RICHMOND 804 553-3445
NIC/M460021402 DTE/20071030 0713 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MRI 35 IN: NC2S 6 AT 30OCT2007 08:20 OUT: HOWL 11 AT 30OCT2007 08:25

1119 38632 1959
NCIC REPLY **(Example of a HIT on a missing person from a foreign country)**

VAVSP02T1

WARNING: DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD
MKE/FOREIGN MISSING PERSON - JUVENILE
ORI/DCINTER00 NAM/DOE,JOHN SEX/M RAC/W POB/BD DOB/19970123 DOE/20150123
SOC/211004444 MNP/MP DLC/20021201
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT
ORI IS INTERPOL US DOJ WASHINGTON (202) 616-9000
NIC/M000069216 DTE/20020104 0000 EST
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES
IN INTERSTATE COMPACT ON JUVENILES
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL, US DOJ, NLETS
ORI/DCINTER00, OR TEL. NO. (202) 616-9000.

ADDITIONAL GUIDELINES FOR UNIQUE IDENTIFIER INQUIRY

1. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the date of birth in a record before a record will be retrieved from NCIC/VCIN. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC/VCIN will search for all matching records that contain the same DOB and a surname that is a NYSIIS match to the surname in the inquiry.

2. Sex and race should be included to minimize multiple hits by limiting the scope of the search. Including sex will cause NCIC/VCIN to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC/VCIN. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

Race Code In Inquiry	**Race Codes Searched**
A - Asian or Pacific Islander	All
I - American Indian or Alaskan Native	All
B - Black	All except W
W - White	All except B
U - Unknown	All

2. EXPANDED DATE OF BIRTH SEARCH (EBS) When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed..

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is not generated. Including sex and race in this inquiry will not confine the search. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU

4. An inquiry can provide a secondary hit response from other files in NCIC when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. The second search is against all person files (except the Unidentified Person File), Vehicle, and Vehicle/Boat Part Files.

5. When only one numeric identifier is used in a Missing Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include a record on file with that Social Security number, even though there may be other records on file for the same individual which does not contain that particular number.

6. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file which could possibly pertain to the person in question.

7. An inquiry (QV or ZV) by LIC, LIS, and/or VIN, will also identify a missing person record for which the vehicular and/or license plate data have been entered.

Procedures for Handling a Hit

1. Any agency which receives a record(s) in response to an NCIC/VCIN inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit from the NCIC/VCIN system: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order. Additionally, an agency detaining an individual on local charges where the individual appears identical to subject of the wanted person record, and is within the geographical area of extradition, must confirm the hit.

2. Confirming a hit means to contact the agency that entered the record to:

    a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;

    b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and

    c. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms and conditions of a protection order.

    d. Determine if the entering agency wants the record to be located when the missing person was identified by partial body parts.

3. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

Priority 1: Urgent

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

Priority 2: Routine

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

4. After establishing the priority level, the agency should then follow these procedures:

    a. Upon receipt of a hit confirmation request (YQ), the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

b. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to the VCIN Control Center and to the Control Security Officer "CSO" of the agency that originated the record by entering a "2" in the "RNO" field of the "YQ" format. The CSO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply with system standards. The CSO action must include canceling the record if the agency fails to confirm the HIT.

c. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the Control Security Agencies "CSAs" involved by entering a "3" in the "RNO" field of the "YQ" format. Failure on the part of any CSA to ensure such compliance will be brought to the attention of the NCIC Advisory Policy Board "APB."

5. The **formats and examples** for sending HIT request (YQ) and replies (YR) are located:

   a. Virginia = Administrative Message section of the VCIN Operating Manual.

   b. Out of State = NLETS section of the VCIN Operating Manual

6. Even if the initial confirmation is handled via telephone, the "YQ" and "YR" hit confirmation messages should be used for documentation.

7. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

8. Every agency upon taking a person into custody, identifying a missing person, or recovering property, after confirming the hit, must place a locate on the corresponding NCIC and/or VCIN record(s).

   Exception: If the missing person has been positively identified by partial body parts, the locating agency should determine if the entering agency wants the record to be located. The record may remain in NCIC for future positive identification in the event additional body parts are subsequently recovered.

<u>When to Use a Locate Message</u>

1. Any agency, except the agency that entered the record, that finds a person who is indexed in an NCIC/VCIN Missing Person File should place a locate message on the missing person record.

2. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit. Following confirmation with the originating agency, a locate message should be transmitted for each record on file for the individual unless otherwise advised by the entering agency.

3. **DO NOT** transmit a locate message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

Message Use

The "LM." message is utilized to indicate that the Missing Person has been located by an agency other than the entering agency.

DO NOT transmit a locate message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

Format 331 For VCIN/NCIC entries Format 538 For out of state entries

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
NIC NUMBER	CONDITIONAL	NIC	10-10	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	MANDATORY	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DISPOSITION	MANDATORY	DSP	4-4	ALPHABETIC
REASON FOR LOCATING	MANDATORY/ OPTIONAL	STC	8-20	ALPHABETIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Requirements Listed as Manatory/Optional

1. The item listed as mandatory/optional are only required when locating a missing juvenile.

Requirements Listed as Conditional

1. When placing a locate on a missing person entered in the **VCIN** and **NCIC** system, you must use the **VIC** number when placing a locate.

2. When placing a locate on a missing person entered by an **out of state agency** in **NCIC** system, you must use the **NIC** number.

Example

LM.VAVSP02T1.NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363312.OCA/2007-22.
20071030.2007-1101.RELD

1030 00045 0834 HFS
VCIN REPLY
VAVSP02T1

NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363312.OCA/2007-22.DOR/20071030.
RCA/2007-1101.DSP/RELD

***** LOCATE MISSING PERSON - RECORD LOCATED *****

MKE/LOCATED MISSING PERSON - DISABILITY - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM
OCA/2007-22 VIC/300363312 NIC/M460021402
***** END OF RECORD *****

MRI 45 IN: HFS 20 AT 30OCT2007 08:34 OUT: HOWL 15 AT 30OCT2007 08:34

1030 00048 0836 HFS
NCIC REPLY
VAVSP02T1
1ST LOCATE NAM/STRINGBEAN,LER0Y WILLIAM OCA/2007-22 RECORD BEING CANCELED

MRI 48 IN: HFS 21 AT 30OCT2007 08:34 OUT: HOWL 17 AT 30OCT2007 08:36

Additional Guidelines for Locate Procedure

1. Following the three record identifiers, the date of recovery, recovering agency case number, and the disposition are next entered, in that order, without field codes. The date of recovery must be entered or the locate message will be rejected. The recovering agency case number should be entered to ensure that complete recovery information is in the record. Disposition information (what is to be done with the missing person) must be obtained from the ORI when it is contacted to confirm the missing person's status and included in the locate message.

2. The ORI has the responsibility of immediately advising the recovering agency concerning disposition of the individual when contacted about the location of the missing person.

3. The complete missing person record, including all supplemental data, is automatically retired when a locate message is placed on the record.

4. DETN IN LOCATE MESSAGE
   DETN, an abbreviation for detained, must be included in the locate message when the agency that entered the record advises the locating agency that arrangements are being made to return the missing person to the proper authorities.

5. RELD IN LOCATE MESSAGE
   RELD, an abbreviation for released, must be included in the locate message when:

   a. The agency that entered the record advises the locating agency that the missing person should not be detained since that person will not be returned to the proper authorities.

   b. The locating agency has received no information concerning what action should be taken with regard to the missing person after making a concerted effort to obtain such information.

6. Following the disposition, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in this chapter.

7. The reason for locating field (STC) is used to identify the reason in the VCIN files why the missing juvenile was located.

REASON FOR LOCATING	**CODE**
Voluntary disappearance-Returned	VOL DIS-RET
Voluntary disappearance-Not Returned	VOL DIS-NOT RET
Parental abduction-Returned	PAR ABD-RET
Parental abduction-Not Returned	PAR ABD-NOT RET
Involuntary disappearance-Returned	INVOL DIS-RET
Involuntary disappearance-Not Returned	INVOL DIS-NOT RET
Homicide victim	HOM VICT

Message Use

The "CM." message is utilized to clear a Missing Person record after the person has been located by the entering agency or when the locating agency fails to enter the appropriate locate transaction, (LM).

Format 334

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR LOCATING	MANDATORY/ OPTIONAL	STC	8-20	ALPHABETIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULT	OPTIONAL	HIT	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Requirements Listed as Mandatory/Optional

1. The item listed as mandatory/optional are only required when clearing a missing juvenile.

Example

CM.VAVSP01T1.NAM/STRINGBEAN,LEROY WILLIAM JR.VIC/300363313.OCA/2002-22.20071030.VAVSP02T1.2007-1101

1030 00128 0902 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY WILLIAM JR.VIC/300363313.OCA/2002-22.DCL/20071030.RRI/VAVSP02T1.RCA/2007-1101

***** CLEAR MISSING PERSON - RECORD CLEARED *****

MKE/MISSING PERSON - JUVENILE
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM JR
OCA/2002-22 VIC/300363313 NIC/M840021318
***** END OF RECORD *****

MRI 128 IN: HFS 69 AT 30OCT2007 09:02 OUT: HOWL 20 AT 30OCT2007 09:02

1030 00131 0903 HFS
NCIC REPLY
VAVSP01T1
CLEAR NAM/STRINGBEAN,LER0Y WILLIAM JR OCA/2002-22

MRI 131 IN: HFS 71 AT 30OCT2007 09:02 OUT: HOWL 21 AT 30OCT2007 09:03

When to Use a Clear Message

1. Clearing a record is restricted to the agency that entered the record. A clear message is transmitted:

    a. When the agency finding the missing person is the agency that entered the record; or

    b. When the agency that entered the record is officially advised that the missing person has been located and the locating agency has not entered a locate message.

2. The clear message will cause the entire record, including supplemental and dental data, to be removed from the file.

3. When a locate was placed by an out of state agency, the entering agency must **clear** the state files (VCIN) **immediately**.

4. **DO NOT** transmit a clear message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

Clear Procedures

1. If the agency that entered the record finds the missing person, the date of recovery must be entered following the three record identifiers. Additionally, benefits and effectiveness data should be entered.

2. If the missing person is found by an agency other than the ORI of the record and the recovering agency has not placed a locate message on the missing person record, the date of recovery must be entered following the two record identifiers. This date should be followed by the recovering agency's identifier and the recovering agency case number. Additionally, benefits and effectiveness data should be entered.

3. The reason for clearing (STC) field is used to identify the reason in the VCIN files why the missing juvenile was cleared.

REASON FOR CLEARING	**CODE**
Voluntary disappearance-Returned	VOL DIS-RET
Voluntary disappearance-Not Returned	VOL DIS-NOT RET
Parental abduction-Returned	PAR ABD-RET
Parental abduction-Not Returned	PAR ABD-NOT RET
Involuntary disappearance-Returned	INVOL DIS-RET
Involuntary disappearance-Not Returned	INVOL DIS-NOT RET
Homicide victim	HOM VICT

4. Users are expected to enter benefits and effectiveness data for all clear transactions. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

5. When a record is no longer in the VCIN Missing Person Hot File System (HFS), and the record is still on file in the NCIC Missing Person file system, you must clear the record using the NIC number instead of the VIC number (GLINK format 541).

Message Use

The "XM." message is utilized to cancel a missing person when the entering agency determines that the record is invalid; for example, the missing person report is withdrawn.

Format 324

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC

Additional Guideline for Cancellation

When canceling a record, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be either CASE DROPPED or NOT MISSING.

XM.VAVSP01T1.NAM/STRINGBEAN,LEROY WILLIAM.VIC/ 300363314.OCA/2007-22.
20071030.CASE DROPPED

1030 00172 0915 HFS
VCIN REPLY
VAVSP01T1

***** CANCEL MISSING PERSON - RECORD CANCELED *****

MKE/MISSING PERSON - DISABILITY - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM
OCA/2007-22 VIC/300363314 NIC/M000021428
***** END OF RECORD *****

MRI 172 IN: HFS 90 AT 30OCT2007 09:15 OUT: HOWL 33 AT 30OCT2007 09:15

1030 00174 0916 HFS
NCIC REPLY
VAVSP01T1
CANCEL NAM/STRINGBEAN,LER0Y WILLIAM OCA/2007-22

MRI 174 IN: HFS 91 AT 30OCT2007 09:15 OUT: HOWL 34 AT 30OCT2007 09:16

Message Use

The "EMN." message is utilized to enter alias (es) and/or additional identifiers as a supplemental record to any active missing person record (to be placed in NCIC/VCIN by an entry separate from the missing person entry). May be made only by the agency originally entered the missing person record.

Format 335

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
NCIC IMAGE NUMBER SET	OPTIONAL SET	IMN		

Requirements Listed as Conditional or Optional Set

1. When entering additional operator license data you must enter them as a set, OLN, OLS, and OLY, i.e., OLN/T12345678.VA.2012.

2. When entering additional vehicle license plates, you must enter as a set, “LIC,” “LIS,” “LIY,” and “LIT,” i.e. LIC/FPX302.VA.2010.PC.

3. When entering additional vehicles you must enter as a set, VIN, VYR, VMA, VMO, VST, and VCO, i.e., VIN/12345678909876.1970.PONT.CAT.2D.WHI/GRN.

4. When entering Images, they must be entered as a set, IMN, IMT.

WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is used when additional identifiers such as alias(es), scars, marks, tattoos, and other characteristics, etc., need to be added to a missing person record. The enter supplemental record message may be made only by the agency that entered the missing person record.

Example

EMN.VAVSP01T1.NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363315.OCA/2007-22.
AKA/RECORD,TEST.GOAT,OTIS.DOB/19480916.19510106

1030 00472 1323 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363315.OCA/2007-
22.AKA/RECORD,TEST.GOAT,OTIS
.DOB/19480916.19510106.

***** ENTER SUPPLEMENTAL - DATA ENTERED *****

MKE/MISSING PERSON - DISABILITY - CAUTION
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM
OCA/2007-22 VIC/300363315 NIC/M350021793
***** END OF RECORD *****

MRI 472 IN: HFS 220 AT 30OCT2007 13:23 OUT: HOWL 43 AT 30OCT2007 13:23

1030 00479 1331 HFS
NCIC REPLY
VAVSP01T1
SUPP NAM/STRINGBEAN,LER0Y WILLIAM OCA/2007-22

MRI 479 IN: HFS 221 AT 30OCT2007 13:23 OUT: HOWL 44 AT 30OCT2007 13:31

Number of Additional Identifiers in a Supplemental Record

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a missing person record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9

Maximum Number of Additional Identifiers in a Supplemental Entry

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias; date of birth; scar, mark, tattoo; miscellaneous number; Social Security number; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

2. For example, a record relating to JOHN HARRY SMITH might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry message.

3. If an IMN/IMT set is entered with the supplemental record, there can be only one set entered, and it must be a fingerprint record that is already on file, or the image will be rejected. All other images and fingerprint images not currently on file for NCIC must be entered through the Enter Image Transaction (EIM). Images added through EIM are considered supplemental records. Additional information on EIM can be found in the Image File chapter of the NCIC Operating Manual.

Additional Guidelines for Supplemental Record Entry

1. After the missing person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.

2. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

3. Personal Descriptors and Vehicular Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

4. The entry of a supplemental record to a missing person record will cause a cross-search of all unidentified person records.

Message Field Code Edits for Supplemental Record Entry

1. ALIAS (AKA)

    a. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which the surname is different from the surname in the NAM Field and any surname spelling variations. Name spelling variations of the first or middle name can only be shown as an alias if the surname changes, i.e., NAM/THOMPSON, ROBERT and AKA/THOMSON, BOB.

    b. An alias is to be listed with the last name, comma, first name or initial, space, middle name or initial if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the message field code AKA.

    c. For juveniles, it is recommended that the mother's maiden name be entered using the following format: AKA/ (Mother's Maiden Surname), (Missing Juvenile's Given Name). Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the missing person record.

    d. Nicknames (monikers) are to be entered in the AKA Field of the missing person record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

        The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

2. OPERATOR'S LICENSE SET (OLN)

    a. Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are the operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period. For example: OLN/L234526677238.VA.2012.

    b. In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by message field code OLN/.

3. LICENSE PLATE SET (LIC)

   a. Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example: LIC/CBA321.MD.2004.TK.

   b. In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by message field code LIC/.

4. VEHICULAR DATA SET (VIN)

   a. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

   b. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

      VIN/lL69X6J023456.1976.CHEV.IMP.4D.BLK
      or
      VIN/1D37Q6R001225.1976.CHEV..2D.

   c. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by message field code VIN/.

5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

   a. The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFCs and separated only by periods. For example, an entry might include: DOB/19570102.19550823.SMT/SC LHK.POCKMARKS.MNU/AF-123456789. SOC/123456789

   b. When identifying data are entered in a supplemental record, the corresponding fields in the base record must be filled.

<u>Modification of Alias (es) and/or Other Identifiers In a Supplemental Record</u>

No one-step procedure is available to modify an alias or other identifier in a missing person supplemental record. To modify, the incorrect AKA or other identifier should be canceled and reentered.

Message Use

The "XMN." message is utilized to cancel alias (es) and/or additional identifiers that were entered as a supplemental record to any active missing person record.

Format 336

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
Followed by fields to be canceled.				

Example

XMN.VAVSP01T1.NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363315.OCA/2007-22.
AKA/GOAT,OTIS

1030 00503 1431 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY WILLIAM.VIC/300363315.OCA/2007-22.AKA/GOAT,OTIS.

***** CANCEL SUPPLEMENTAL - DATA CANCELED *****

MKE/MISSING PERSON - DISABILITY - CAUTION
ORI/VAVSP01T1 TORI/VIRGINIA STATE POLICE, DIVISION I
NAM/STRINGBEAN,LEROY WILLIAM
OCA/2007-22 VIC/300363315 NIC/M350021793
***** END OF RECORD *****

MRI 503 IN: HFS 232 AT 30OCT2007 14:31 OUT: HOWL 56 AT 30OCT2007 14:31

1030 00505 1433 HFS
NCIC REPLY
VAVSP01T1
CANCEL SUPP NAM/STRINGBEAN,LER0Y WILLIAM OCA/2007-22
AKA/G0AT,0TIS

MRI 505 IN: HFS 233 AT 30OCT2007 14:31 OUT: HOWL 57 AT 30OCT2007 14:33

Maximum Number of Additional Identifiers in a Cancellation Message

A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

Additional Guidelines for Supplemental Data Cancellation

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR Field. For example: VIN/1L69X6JO23456..CHEV

3. When a missing person record is canceled, its entire supplemental record is automatically canceled.

4. IMAGE SET (IMN)

   Up to nine images can be canceled in a supplemental cancel transaction: one fingerprint, one signature, one mugshot and/or nine identifying images (up to ten identifying images can be stored for a missing person record). The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type will be either F, S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

Message Use

The "ED." message is utilized to enter dental records to any active missing person record (to be placed in NCIC by an entry separate from the missing person entry). May be entered only by agency that originally entered missing person record.

Format 337

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS AVAILABLE	MANDATORY	DXR	1-1	ALPHABETIC
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC
DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH	3-319	ALPHABETIC, NUMERIC, SPECIAL CHARACTERISTICS

When to Use Supplemental Dental Record Entry

1. The Missing Person File includes dental characteristics for matching purposes against records in the NCIC Unidentified Person File.

3. The entry of dental data to a missing person record may be made only by the agency that entered the missing person record. The entry (MKE/ED) must be entered separately from the base record and other supplemental data.

Example:

ED.VAVSP01T1.NIC/ W350021793.OCA/2007-22.Y.N.INDIVIDUAL HAS NUMEROUS CARIES. 01X,02M,03V,04O,05V,06V,07V,08F,09V,10V,11V,12V,13V,14V,15V,16X,17X,18V,19V,20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31D,32V

1030 00267 1043
NCIC REPLY

VAVSP01T1
ENTRY DENTAL DATA NIC/M350021793 OCA/2007-22

MRI 267 IN: NC2S 39 AT 30OCT2007 10:43 OUT: HOWL 39 AT 30OCT2007 10:43

Additional Guidelines for Supplemental Dental Record Entry

1. Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information is entered with MKE/ED.

2. The entry of a supplemental dental record to a Missing Person File record will cause a cross-search of all Unidentified Person File records.

   a. The DXR Field must contain Y or N.

   b. The MPA Field must contain Y or N.

   c. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

DENTAL CHARACTERISTICS (DCH) FIELD

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).

   a. An NCIC Missing Person Dental Report, or one similar, can be completed by a dentist or forensic odontologist and returned to the user for entry.

   b. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add information and the system transmits the following after the DRE Field in a positive response:

      ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

      Note: If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth and the system will generate a dental cross-search comparison.

2. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:

   DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

   Note: If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison.

3. The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.

4. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

a. A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, and the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

5. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option a, b, or c:

   a. One special character /, or one special character / followed by R.
   b. One alphabetic character M, O, D, F, L, X, or V.
   c. Two to seven alphabetic characters M, O, D, F, L, C, and R.

6. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F**,**L**.**

7. The R character should follow any combination of M, O, D, F, L, C or the / character.

8. The C character should follow any combination of M, O, D, F, or L.

9. The only character that should be used with / is the R character.

10. The characters V and X should not be used with any combination of characters.

11. The characters M, O, D, F, L, C, R, /, V, and X may be used only once per numeric.

Message Use

The "MD." message is utilized to modify a dental record that was added to any active missing person record.

Format 338

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
Followed by fields to be modified.				

Requirements for Supplemental Dental Record Modification

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.

2. Change or delete the information entered in the DRE Field.

3. Change any coding for the 32 tooth codes of the DCH Field.

Example:

MD.VAVSP01T1.NIC/M350021793.OCA/2007-22.DCH/01MOFL,15MO,21V

1030 00270 1049
NCIC REPLY

VAVSP01T1
MODIFY DENTAL DATA NIC/M350021793 OCA/2007-22

MRI 270 IN: NC2S 40 AT 30OCT2007 10:49 OUT: HOWL 40 AT 30OCT2007 10:49

Message Use

The "XD." message is utilized to cancel a dental record to any active missing person record.

Format 339

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

Example:

XD.VAVSP01T1.NIC/M350021793.OCA/2007-22

1030 00272 1050
NCIC REPLY

VAVSP01T1
CANCEL DENTAL DATA NIC/M350021793 OCA/2007-22

MRI 272 IN: NC2S 41 AT 30OCT2007 10:50 OUT: HOWL 41 AT 30OCT2007 10:50

Additional Guidelines for Supplemental Dental Record Cancellation

1. To cancel dental data, the missing person record must be identified by the NIC and OCA, in that order.

2. A supplemental dental cancellation message will delete all dental information from the record identified.

3. When a Missing Person File record is canceled, located, or cleared, all supplemental dental information is retired.

Benefits and Effectiveness Data

1. Benefits and effectiveness data are collected by the NCIC System to provide users with a means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction. Additional information can be found in the Other Transactions chapter.

2. Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.

3. When the NCIC System goes into statistics mode, the user will receive a $.S. STATISTICS MODE NOTIFICATION. While NCIC is in statistics mode, the user will be reminded to enter benefits data by receiving a $.R., TRANSMIT BENEFITS DATA NOTIFICATION, if benefits data was not included in the locate or clear transaction.

4. If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD). Additional details can be found in the Other Transactions chapter of this manual.

5. Property and Person: Locate and Clear Transactions

   Benefits data are not collected for serialized securities and articles. When a record is cleared, canceled, or located, the RPP (property) or RPS (person) should be provided in the transaction. This gives the reason for record removal. If not included in a clear or a locate transaction when the System is in statistics mode, the agency removing the record receives a $.R. notification and then must perform the CRBD or LRBD as defined above. If the RPP or the RPS Field is filled out, then additional fields may be entered. The rules for benefits data entry are summarized in the following table:

FIELD NAME	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE	POSSIBLE VALUES
Reason for Property Record Removal	RPP	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY RECOVERED
Reason for Person Record Removal	RPS	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY LOCATED PREVIOUSLY IDENTIFIED**
Persons Armed	PAR	1-1	N	Contains the Code 1, 2, or 3: 1 = Yes 2 = No 3 = Not Available. Can be entered only if RPS is entered.

Under “Data Type” A= Alpha N= Numeric

Wanted/Missing Person Hit Results	HIT*	1-2	N	Can be one or two of the following: 1 = Subject arrested on charge in wanted person record 2 = Subject arrested on charge other than charge in hit record 3 = Detainer filed 4 = Held for extradition 5 = Held for another jurisdiction after confirmation of missing status*** 6 = Released - Wanting agency refused to extradite 7 = Released - Agency holding missing person report can provide no follow up in case of adult or where parents refuse to take custody of missing juvenile*** 8 = Released - Unable to confirm missing status*** 9 = Released - Unable to confirm wanted status Can be entered only if RPS is entered.
Number of Persons Apprehended	NPA*	1-3	N	Count of persons arrested as a result of recovering stolen article in record being located. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Number of Missing Persons Found	NPF*	1-20	AN	If missing persons are found as a result of solving this case, one or more of the following codes may be entered: nnn represents the number of occurrences: nnnJI: Juvenile indexed in NCIC nnnJN: Juvenile not indexed in NCIC nnnOI: Other missing person indexed in NCIC nnnON: Other missing person not indexed in NCIC Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Property	VNP*	1-8	N	Fair market value (in whole dollars) of the article when it was recovered. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under “Data Type” A= Alpha N= Numeric

Value of Other Recovered Property	VOR*	1-8	N	Fair market value (in whole dollars) of the property recovered in addition to the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Contraband	VRC	1-8	N	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the article, which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under "Data Type" A= Alpha N= Numeric
*Not applicable to unidentified persons.
** Unidentified person only.
***Missing person only.

6. Property and Person: Cancel Transaction

   When canceling a record, the user is expected to enter a field explaining the reason the record was canceled. The RPP Field or RPS Field can have one of the following values on a cancel transaction:

   1. CASE DROPPED
   2. NOT STOLEN (property only)
   3. NOT MISSING (missing person only)
   4. WARRANT DISMISSED (wanted person only)
   5. NOT WANTED (wanted person only)
   6. PREVIOUSLY IDENTIFIED (unidentified person only)

No other benefits data fields are included in a cancel transaction.

7. Related Search (RSH)

   a. The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), NCIC conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.

   b. Agencies, which have in the past reused the same OCA on multiple records, may elect NOT to set the RSH Y in an inquiry. The NCIC System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.

   c. Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number, which is expanded to 20 characters in NCIC.

PROTECTIVE ORDER FILE

		Page
EPO -	Enter Protective Order in VCIN and NCIC	II-11-17
	Additional Guidelines	II-11-21
	Automatic Retirement	II-11-6
	Brady Record Indicator (BRD)	II-11-27
	Caution and Medical Conditions (CMC)	II-11-33
	City FIPS Codes	II-11-35
	County FIPS Codes	II-11-34
	Court Case Number (CCN)	II-11-32
	Criteria for Entry	II-11-4
	Criteria for Rejecting Duplicate Records	II-11-15
	Data Flow of Transactions into VCIN and NCIC Files	II-11-16
	Date of Expiration	II-11-22
	General Definitions	II-11-3
	Disclosure of Protective Order Information	II-11-16
	DNA Profile Indicator	II-11-33
	Dollar 8 ($.8.) Out of State Messages	II-11-15
	Image Capability	II-11-15
	Introduction	II-11-1
	Investigative Interest	II-11-16
	Legal Authority	II-11-1
	Message Field Codes and Edits	II-11-7
	Message Key Codes (MKE)	II-11-5
	Miscellaneous Field (MIS)	II-11-31
	Notify Originating Agency (NOA)	II-11-33
	Notification to Entering Agency when PO has been served	II-11-60
	Protected Person Date of Birth (PPB)	II-11-31
	Protected Person Name (PPN)	II-11-31
	Protection Order Conditions (PCO)	II-11-23
	Record Retention Period	II-11-5
	Type of Protective Orders	II-11-1
	Validation	II-11-6
	Virginia Protective Order Definitions	II-11-2
ENPO -	Enter Alias (es)/Additional Identifiers	II-11-57
	Additional Guidelines for Entries of a Supplemental Record on a Protective Order	II-11-55
	Message Field Codes and Edits for Supplemental Record Entry	II-11-55
	Message Key Codes	II-11-5
	Modification of Information in a Supplemental Record	II-11-57
	Number of Additional Identifiers in a Supplemental Record	II-11-54
MPO -	Modify Protective Order	II-11-36
	Additional Guidelines for Modification	II-11-37
	Message Key Codes	II-11-5
	Modification to Remove Vehicle Data	II-11-37
	Validation Guidelines for NCIC/VCIN Modification	II-11-39

		Page
QPO -	Query Protective Order File	II-11-42
	Additional Guidelines for Inquiries	II-11-46
	Message Key Codes	II-11-5
	Procedure for Handling a HIT (Positive Response)	II-11-48
	Requirements for an Inquiry	II-11-43
CPO -	Clear Protective Order	II-11-49
	Additional Guidelines for Clear	II-11-50
	Identification of Record to be Cleared	II-11-49
	Message Key Codes	II-11-5
XPO -	Cancel Protective Order	II-11-40
	Additional Guidelines for Cancel	II-11-41
	Identification of record to be Cancelled	II-11-40
	Message Key Codes	II-11-5
XNPO -	Cancel Alias (es)/Additional Identifiers	II-11-58
	Additional Guidelines for Cancellation of Supplemental Data	II-11-59
	Identification of Record for Cancellation of Additional Identifiers	II-11-59
	Message Key Codes	II-11-5
	Number of Additional Identifiers in a Cancellation message	II-11-59

Introduction

Protective orders are issued by a court or magistrate to prevent acts of: family abuse, child abuse, child neglect, violence, force, or threat against another person. There are five types of protective orders that can be issued:

- Child
- Child-Abuse and Neglect
- Family Abuse
- Protective Order (formerly known as the Stalking/Serious Bodily Injury/Sexual Battery Protective Order)
- Protective Order-In Pending Cases of Divorce, Custody, Support or Visitation

All protective orders issued by a magistrate, or any district court must be entered and transferred electronically by the court or magistrate into VCIN and NCIC. An attested copy of the protective order must be sent by the court or magistrate to the primary law enforcement agency responsible for service and entry of protective orders. Both actions must be performed the same day that the order is issued.

The electronic entry must then be verified for accuracy by the law enforcement agency, upon receipt of the protective order. All protective orders issued by a circuit court must be forwarded to the primary law enforcement agency to be entered into VCIN and NCIC. Once entered by the agency, the electronic entry must be verified for accuracy.

By having access to the Virginia Protective Order Registry and the National Crime Information Center's Protection Order File (POF) information, law enforcement agencies will receive immediate notification of the possible existence of a protective order. This capability will not only improve the response to interpersonal violence, but will also serve to identify individuals who are prohibited from purchasing a firearm.

Legal Authority For the Protective Order Registry	Code of Virginia
Establishment of the Virginia Protective Order Registry	§ 52-45
Maintenance and Access of the Virginia Protective Orders	19.2-387.1

Type of Protective Orders	Code of Virginia
• Emergency Protective Orders	§19.2-152.8
• Emergency Family Abuse Protective Order	§ 16.1-253.4
• Preliminary Protective Orders	§19.2-152.9
• Preliminary Child Protective Order	§ 16.1-253
• Preliminary Child Protective Order-Abuse and Neglect	§ 16.1-253 (F)
• Preliminary Family Abuse Protective Order	§ 16.1-253.1
• Protective Orders	19.2-152.10
• Child Protective Orders	§ 16.1-253, 16.1-277.02, and 16.1-278.3
• Child Protective Order-Abuse and Neglect	§ 16.1-253 and 16.1-278.2
• Family Abuse Protective Order	§ 16.1-279.1
• Protective Order-In Pending Cases of Divorce, Custody, Support or Visitation	§ 20-103

Virginia Protective Order Definitions:

"Act of violence, force, or threat" (§ 19.2-152.7:1):
Means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Family abuse" (§ 16.1-228):
Means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

"Family or household member" (§ 16.1-228):
Means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

“Full Faith and Credit of Protective Orders” (§16.1-279.1 (F) and § 19.2-152.10 (F)):
Any judgment, order or decree, whether permanent or temporary, issued by a court of appropriate jurisdiction in another state, the United States or any of its territories, possessions or Commonwealths, the District of Columbia or by any tribal court of appropriate jurisdiction for the purpose of preventing violent or threatening acts or harassment against or contact or communication with or physical proximity to another person, including any of the conditions specified in subsection A, shall be accorded full faith and credit and enforced in the Commonwealth as if it were an order of the Commonwealth, provided reasonable notice and opportunity to be heard were given by the issuing jurisdiction to the person against whom the order is sought to be enforced sufficient to protect such person's due process rights and consistent with federal law.

A person entitled to protection under such a foreign order may file the order in any appropriate district court by filing with the court, an attested or exemplified copy of the order. Upon such a filing, the clerk shall forthwith forward an attested copy of the order to the primary law-enforcement agency responsible for service and entry of protective orders which shall, upon receipt, enter the name of the person subject to the order and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network established and maintained by the Department pursuant to Chapter 2 (§ 52-12 et seq.) of Title 52. Where practical, the court may transfer information electronically to the Virginia Criminal Information Network.

Upon inquiry by any law-enforcement agency of the Commonwealth, the clerk shall make a copy available of any foreign order filed with that court. A law-enforcement officer may, in the performance of his duties, rely upon a copy of a foreign protective order or other suitable evidence which has been provided to him by any source and may also rely upon the statement of any person protected by the order that the order remains in effect.

General Definitions**:**

"Ex Parte"
Done or made at the instance and for the benefit of one party only, and without notice to, or argument by, any person adversely interested; of or relating to court action taken by one party without notice to the other, usu. for temporary or emergency relief. (Black's Law Dictionary, 8th ed. 2004)

"Pendente Lite"
During the proceeding or litigation; in a manner contingent on the outcome of litigation. (Black's Law Dictionary, 8th ed. 2004)

"Petitioner"
Any individual who has petitioned the court or magistrate for a protective order. If the protective order is granted, the petitioner is considered a protected person on the order.

"Protected person"
Any individual for whom a protective order has been issued to protect.

"Respondent"
Any individual for whom a protective order is issued against.

Criteria for Entry

Each record in the Protective Order Registry must be supported by a protective order issued pursuant to one or more of the following Codes of Virginia: §§ 16.1-253, 16.1-253.1, 16.1-253.4, 16.1-277.02, 16.1-278.2, 16.1-278.3, 16.1-279.1, 19.2-152.8, 19.2-152.9, 19.2-152.10, and 20-103.

A person entitled to protection under an order that is issued outside the state of Virginia, may request to file their protective order with any appropriate district court. Upon such filing, the clerk shall forward an attested copy of the order to the primary law enforcement agency to be entered into the Protective Order Registry. The court will attach a "Filing of Foreign Protective Order" form to the out of state order. The foreign protective order must be registered with the appropriate district court before it can be entered into the Virginia Protective Order Registry. The following types of foreign orders are eligible to be entered in to the registry:

Any judgment, order or decree, whether permanent or temporary, issued by a court of appropriate jurisdiction in another state, the United States or any of its territories, possessions or Commonwealths, the District of Columbia or by any tribal court of appropriate jurisdiction for the purpose of preventing violent or threatening acts or harassment against or contact or communication with or physical proximity to another person, including any of the conditions specified in subsection A of §§ 16.1-279.1 or 19.2-152.10 of the Code of Virginia, shall be accorded full faith and credit and enforced in the Commonwealth as if it were an order of the Commonwealth, provided reasonable notice and opportunity to be heard were given by the issuing jurisdiction to the person against whom the order is sought to be enforced sufficient to protect such person's due process rights and consistent with federal law.

Once protective orders are electronically submitted through the case management system or the e-magistrate system by the court or magistrate, VCIN will forward a copy of the transaction to the law enforcement agency's ORI that the protective order is entered under. The protective order entry will also automatically be forwarded from VCIN to NCIC. This transaction is referred to as an "LPO" message.

Example of an LPO message:

0720 11650 1633 JILG
LPO.VAVSP00J2.OOP.STRINGBEAN,LEROY.M.W.19480916.509.165.BRO.BRO..840JA1234567890
.CABAGEHEAD,LINDA.20061201.20121201..20141206…

PROTECTIVE ORDER TRANSACTION ACCEPTED-VIC/P00501115
COURT OF JURISDICTION IS WINCHESTER CO J&DR

When an agency receives a protective order from the court or magistrate, they will make an inquiry into the NCIC/VCIN system, if the record is not on file, then they shall make an entry into the NCIC/VCIN Protective Order Files immediately. If the entry is in the system it must be accurate and up to date per Code of Virginia 161.253.

Message Key (MKE) Codes

Message	MKE	Translation
Entry	EPO	PROTECTION ORDER
Modify	MPO	
Cancel	XPO	
Inquiry	QPO	
	QW	
	ZW	
Clear	CPO	CANCELED PROTECTION ORDER
Entry of supplemental	ENPO	
Cancel supplemental	XNPO	
Expired	IPO	EXPIRED PROTECTION ORDER

Note: The NCIC system will change the message key code from EPO to IPO and VCIN will purge the record from the VCIN files when the order expires.

Caution Indicator

A caution indicator should be added to the message key code EPO (EPOC) when it is known that an individual is armed and dangerous, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The message key will translate with — CAUTION after the translation listed above if the caution indicator has been used. The caution indicator can also be added to an existing record by conducting an MPO transaction. **The Caution Medical Condition (CMC) field is required when you use the caution indicator.**

Record Retention Period

1. A Protective Order Registry record will remain active until it is either canceled or cleared by the entering agency, or until the order expires. Five days prior to an order's expiration date, an unsolicited NCIC $.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court or magistrate.

2. If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day. Inactive records (cleared or expired) will be maintained on-line in NCIC for the remainder of the year plus 5 additional years. At the end of that time, NCIC will not notify the ORI of record. Records that are in inactive status cannot be modified or cleared; however, inactive records can be canceled. These inactive records can only be accessed using the QPO format.

3. Non-expiring Records:

   Records for protection orders that have no expiration are referred to as non-expiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

Example of $.P. Message — Inactive Status (NCIC will sent 5 days before expiration)

$.P.
VA1012600
THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.
MKE/PROTECTION ORDER
ORI/VA1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/2012
PNO/PO12345 BRD/Y ISD/20070728 EXP/20090728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107
PCO/THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT
PCO/OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER
CCN/041JA1234567891
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2010 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
PCO/THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A
PCO/FIREARM OR OTHER WEAPON
NIC/H146203706 DTE 20070810 0000 EDT

Automatic Retirement

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a NCIC POF base record or supplemental record for the year of entry plus 4 years, provided the license information has expired. If the expired license plate is the only searchable identifier in the NCIC POF record, then the entire record will be purged.

A non-expiring license plate (LIY/NX) contained in a NCIC POF record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record, or when the record expires.

Validation

For validation policy and procedures, refer to the Validation in the File Transaction section of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

Message Field Codes And Edits

Code	Field	Edits
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions can be found in Personal Descriptors, NCIC Code Manual.
BRD	Brady Indicator	Must be Y, N, or U. Must be N if type is emergency or preliminary protective order. If left blank will default to N.
CCN	Court Case Number	Character 1-3 must be the FIPS code of the court locality,4-5 must be court and division of court, and 6-15 will be assigned by the court.
CLS	Type of Protective Order Classification Field	Must be F for Family Abuse, S for Stalking/Serious Body Injury/Sexual Battery, or C for Child
CTI	Court Identifier	Must be a valid NCIC-assigned ORI.
CMC	Caution and Medical Conditions	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
CTZ	Citizenship	Must be a valid NCIC assigned country code as listed in State and Country Codes, NCIC Code Manual.
DCL	Date of Clear	Must be a valid Gregorian date (YYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.

DOB	Date of Birth	Must be a valid Gregorian date if it is the only numeric identifier (YYYYMMDD). The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information available in Personal Descriptors, NCIC Code Manual.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DTR	Review Date	Review Date on a final child protective order (If Available)
EBS	Expanded Date of Birth Search	Must be either 1, 2, 3 or blank. The default value is blank. If 2 or 3 is entered, the day of birth is the DOB field must be 12 or less.
ETN	Ethnicity	Must be a valid NCIC assigned code as listed in Personal Descriptors.
EXP	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the date of issue (ISD). NONEXP should be entered for non-expiring orders or when the expiration date is unknown.
ENS	Expanded Name Search	Must be Y or N.
EYE	Eye Color	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
FBI	FBI Number	May be up to seven numerics, or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numeric's followed by two alphabetic followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alpha characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C; D, or E and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information available in Personal Descriptors, NCIC Code Manual.
FOR	Foreign Order Indicator	Optional field, must be Y (Yes) if order was issued in another state

FPC	Fingerprint Classification	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
FSI	Foreign Order Indicator	Must be a valid state, U.S. territorial possessions, or Indian nation. Required field if FOR field is a Y. (NCIC Code Manual)
HAI	Hair Color	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information available in Personal Descriptors, NCIC Code Manual.
IMN	Image NCIC Number	A self-checking number which is automatically assigned by NCIC to each accepted image record and consists of alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File Chapter.
IND	Image Indicator	Must be Y or N.
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LIC	License Plate	Must not be the characters UNK, UNKN, or UNKNOWN. If VMA is AERO, LIS is US, and LIT is PP or NP; the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC format), only the first eight characters (NCIC) or ten characters (NCIC) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid code as listed in State and Country Data Codes, NCIC Code Manual.

LIT	License Plate Type	Must be a valid code as listed in Vehicular Data Codes, NCIC Code Manual.
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a non-expiring registration.
MIS	Miscellaneous	If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, TRUK or a generic name, and the message is in NCIC format, the MIS Field must include the name of the manufacturer. Must contain explanation of caution when -C is used in message key if the message is in NCIC format. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Must contain explanation if PCO is 08.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, NCIC Code Manual. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The NCIC Code Manual, Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (H in the Protection Order File) followed by nine numeric characters which is automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be a blank for NCIC-formatted messages may contain a Y or an N in NCIC-formatted messages. System will default to N if left blank.
OLN	Operator’s License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors, NCIC Code Manual.

OLS	Operator's License State	Must be a valid code as listed in State and Country Codes, NCIC Code Manual.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetic NX to represent a non-expiring, or the code UNKN for unknown. More information available in Personal Descriptors, NCIC Code Manual.
ORI	Originating Agency Identifier	Must be a valid ORI.
PCO	Protection Order Conditions	Must be 01, 02, 03, 04, 05, 06, 07, 08 or 09.
PNO	Protection Order Number	The VCIN system will insert the VIC number of the record in this field.
POB	Place of Birth	Must be a valid code as listed in State and Country Codes, NCIC Code Manual. More information also available in Personal Descriptors, NCIC Code Manual.
PPB	Protected Person Date of Birth	Must be a valid Gregorian date (YYYYMMDD).
PPN	Protected Person Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The NCIC Code Manual, Personal Descriptors, provides coding instructions.
PPR	Protected Person Race	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
PSN	Protected Person Social Security Number	Must not be a run of zeros. Should not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. These invalid and/or non issue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, NCIC Code Manual.
PSX	Protected Person Sex	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
RAC	Race	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.

RSH	Related Search Hit	Must be Y or N.
SDO	Served Date of Order	Optional, if SDO is present, STO must be present for EMP or PPO orders. The STO field cannot be used on OOP entries. Must be current date or prior to current date (YYYYMMDD).
STO	Served Time of Order	Must be entered as military time, 24 hour clock (HHMM). If SDO is current date, STO must be prior to current time. ** **Can not be used when TYP is OOP** **
SEX	Sex	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or non issue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, NCIC Code Manual.
TYP	Type of Protective	Must be one of the following: EMP = Emergency Protective Order, PPO = Preliminary Protective Order, OOP = Order of Protection
VCO	Vehicle Color	Must be a valid code as listed in Vehicular Data Codes, NCIC Code Manual. If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces cannot be used. The Vehicle File Chapter of this manual has additional edits on the VIN Field. If state-assigned or a nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.

VLN	Name of Validator	Last name, first name middle initial of the validator..
VMA	Vehicle Make	For NCIC messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions three and/or four should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicular Data Codes, NCIC Code Manual. If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL or one of the approved VMA codes for snowmobiles or motorcycles listed in the NCIC Code Manual, Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYL or one of the approved VMA codes for snowmobiles or motorcycles listed in the NCIC Code Manual, Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.

VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols can be used. More information available in Vehicular Data Codes, NCIC Code Manual.
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, NCIC Code Manual, the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, NCIC Code Manual.
VYR	Vehicle Year	Must be four numeric characters representing the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the 10th position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information is available in Personal Descriptors, NCIC Code Manual.

Criteria For Rejecting Duplicate Records

1. If the following fields of an NCIC/VCIN POF or temporary POF entry message are the same as those field codes of an active POF record already on file, the second entry will be rejected with the message REJECT ON FILE: or PROTECTIVE ORDER ALREADY UPDATED BY ORI: FBI, PNO, and ORI; FBI, CCN, and ORI; MNU, PNO, and ORI; MNU, CCN, and ORI; SOC, PNO, and ORI; SOC, CCN, and ORI; OLN, OLS, PNO, and ORI; OLN, OLS, CCN , and ORI; NAM, PNO, and ORI; or NAM, CCN, and ORI. (The PNO and CCN are only part of the criteria if the fields contain a value other than spaces). Essentially, NCIC will accept records for multiple protection orders on one subject or one protection order with multiple subjects.

2. Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted.

3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Protection Order, e.g., Wanted or Missing Person Files, VGTOF, etc. A duplicate record will also be accepted if there is vehicle data in the POF message that matches data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

$.8. Out-Of-State Message

NCIC will not transmit a $.8. message when there is an entry, modification, clearance, or cancellation of a POF record containing data on a vehicle registered in a state other than the ORI of record. Additional information on the $.8. administrative message can be found in the Introduction chapter of the NCIC manual.

Image Capability

The Image File chapter of the NCIC manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC/VCIN.

The images that are added to the Protective Order File must be for the **Respondent.** In the **"Miscellaneous Information"** block of the image entry format enter, **"Image is for the Respondent".**

Do not enter images for any "**Protected Parties"**.

Investigative Interest

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.

2. The Other Transactions chapter of the NCIC Operating Manual contains information regarding investigative interest supplemental records in NCIC files.

3. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of the NCIC manual for additional information on investigative interest supplemental records.

Data Flow of Transactions into the VCIN and NCIC Files

1. When an agency enters or updates a Protective Order into the NCIC/VCIN systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transaction and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent..

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

Disclosure of Protective Order Information

Neither a law-enforcement agency, the attorney for the Commonwealth, a court, nor the clerk's office, nor any employee of them, may disclose, except among themselves, the residential address, telephone number, or place of employment of the person protected by the order or that of the family of such person, except to the extent that disclosure is (i) required by law or the Rules of the Supreme Court, (ii) necessary for law-enforcement purposes, or (iii) permitted by the court for good cause.

Message Use

The "EPO" message is utilized to enter data into the NCIC and VCIN Protective Order file describing a person for whom a Protective Order has been issued against.

Format 455

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE OF PROTECTIVE ORDER	MANDATORY	TYP	3-3	ALPHABETIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL

CITIZENSHIP	OPTIONAL	CTZ	2-2	ALPHABETIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	4-4	ALPHABETIC (2) NUMERIC (4)
PROTECTION ORDER CONDITIONS	MANDATORY	PCO	2-2	NUMERIC
BRADY INDICATOR	MANDATORY	BRD	1-1	ALPHABETIC
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
SERVED DATE OF ORDER	MANDATORY/ OPTIONAL	SDO	8-8	NUMERIC
SERVED TIME OF ORDER	MANDATORY/ OPTIONAL	STO	4-4	NUMERIC
DATE OF EXPIRATION	MANDATORY	EXP	8-8	ALPHABETIC, NUMERIC
COURT CASE NUMBER	MANDATORY	CCN	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-450	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN NCIC CODE MANUAL

VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE COLOR	OPTIONAL	VCO	7-7	CODE AS DEFINED IN NCIC CODE MANUAL
PROTECTION ORDER NUMBER	The VCIN system puts the VIC number in this field.	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PROTECTED PERSON'S NAME	CONDITIONAL SET	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S SEX	OPTIONAL WITHIN SET	PSX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
PROTECTED PERSON'S RACE	OPTIONAL WITHIN SET	PPR	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
PROTECTED PERSON'S DATE OF BIRTH	CONDITIONAL WITHIN SET	PPB	8-8	NUMERIC
PROTECTED PERSON'S SOCIAL SECURITY NUMBER	CONDITIONAL WITHIN SET	PSN	9-9	NUMERIC
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FOREIGN ORDER INDICATOR	MANDATORY/ OPTIONAL	FOR	1-1	ALPHABETIC
FOREIGN ORDER STATE OF ISSUE	MANDATORY/ OPTIONAL	FSI	2-2	ALPHABETIC
CLASSIFICATION	OPTIONAL	CLS	1	ALPHABETIC
REVIEW DATE	OPTIONAL	DTR	8	NUMERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL

Mandatory Fields For Entry

1. The following fields are mandatory in the Virginia Protective Order Registry and the NCIC Protective Order file record: MKE, ORI, TYP, NAM, SEX, RAC, PCO, BRD, ISD, EXP, and CCN for entry.

2. The POF records must also have at least one of the following numeric identifiers: DOB, FBI, MNU, SOC, OLN (if OLN is used, OLS and OLY are also required), LIC (if LIC is used, LIY, LIS, and LIT are required), VIN (if VIN is used, VYR, VMA, and VST are required).

3. Every effort must be made to obtain the sex, race, date of birth, and social security number of the petitioner and any other protected person on the protective order when entering protective orders into the NCIC/VCIN system.

    a. The date of birth (DOB) and social security number (SOC) must be entered into the PPB and PSN field when available.

b. Without the date of birth and/or the social security number, you cannot conduct inquires on the protected person(s).

4. In cases where the DOB and SOC information cannot be obtained, enter the petitioner and other protected persons in the Miscellaneous "MIS" field using the guidelines below. If the sex and/or race cannot be determined, use "U" for unknown.

   a. If a protective order is received from the court/magistrate interface with incomplete protected person information, (contains PPN, PSX, PPR but no PPB or PPS), include the protected person information in the miscellaneous field.

      1. The Petitioner's data must be preceded by the text, "PPN -" followed by the last name, a comma, first name, space middle name followed by a slash, sex, slash, race instead of PPN, PSX, PPR fields. i.e. PPN-JONES,MARY ANN/F/W

   b. If more than one incomplete protected person is included, append the information to the miscellaneous field with the text "PPN –" in front of each protected person, with a colon (:) separating each protected person. i.e. PPN-JONES,MARY ANN/F/W:PPN-JONES,CINDY/F/W:PPN-JONES,MIKE/M/W.

c. When the protective order comes from the Magistrate system the protective order will contain information on the premises of the petitioner, the "PREMISES-".

   1. The "PREMISES" information will be the **first item** in the miscellaneous field followed by the petitioner and other protected persons information when no numerical identifiers are available. i.e. MIS/PREMISES-1234 OPENFOX LANE RICHMOND VA PPN-JONES,MARY ANN/F/W: PPN-JONES,CINDY/F/W:PPN-JONES,MIKE/M/W.

   d. When the date of birth and/or social security number is obtained on the protected persons, modify the date of birth into the base record for the petitioner and add the additional persons to the base record with message key code (ENPO) when their date of birth and/or social security number is obtained.

   e. The above information must be entered prior to any additional information being entered into the miscellaneous field.

5. If **complete** sets of identifying fields are available for supplemental protected persons, the user should enter them using **ENPO** and should **NOT** include them in the MIS field.

Requirements Listed as Mandatory/Optional Set

1. SDO and STO = Are optional, if SDO is present, STO must be present for EMP or PPO orders.

   a. **The STO fields cannot be used on OOP entries.**

3. FOR = When a Protective Order is issued in another state (a Foreign Order), the Protected Person may take the Order to a Virginia court to have the order filed in Virginia, a court case number will be assigned, and the Order shall be entered in NCIC/VCIN immediately. The following field is required when entering a Foreign Order (FOR = Y):

4. FSI = If Foreign indicator is Y, must contain a valid state, U.S. territorial possession, or Indian native abbreviation from *NCIC Code Manual*.

Example:

EPOC.VAVSP01T1.OOP.STRINGBEAN,LEROY B.M.W.VA.19480916.509.165.BRO.
BRO..FAR.TAT L LEG..10.US.AS-12345.123459876.T12345.VA.2016.07.Y.20120114.
20120114..NONEXP..840JA1234567890.TEST RECORD...FPX302.VA.2014.PC.
123456789TEST.1970.PONT.CAT.2D.WHI/GRN..VA021013J.STRINGBEAN,LINDA.
F.W.19510105.556677889

0114 77684 1355 HFS
VCIN REPLY
VAVSP01T1

***** RECORD ENTERED *****

ORI/VAVSP01T1 NAM/STRINGBEAN,LEROY B CCN/840JA1234567890
TYP/ORDER OF PROTECTION
VIC/P00597903
***** END OF RECORD *****

MRI 277684 IN: HFS 57203 AT 14JAN2012 13:55 OUT: HOWL 18 AT 14JAN2012 13:55

0114 77691 1358 HFS
NCIC REPLY
VAVSP01T1
NAM/STRINGBEAN,LER0Y B NIC/H092694770

MRI 277691 IN: HFS 57205 AT 14JAN2012 13:55 OUT: HOWL 19 AT 14JAN2012 13:58

Additional Guidelines

1. The entering agency (ORI) must account for all fields in the POF record format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPO). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a POF record are located in this section. Refer to the table of contents for page number.

2. All numerical identifiers except the CCN, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the CCN and a hyphen is used to separate the first two alpha characters from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

3. Records containing only the protected person's information as the numeric identifier will not be hit upon when the inquiry is on the subject of the record. Many protection orders disqualify the subject from possessing, purchasing, or receiving a firearm. To ensure that these individuals are prevented from purchasing a firearm, every effort should be made to obtain the numeric identifiers (specifically the date of birth) for the subject of the record.

4. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC/VCIN record. In the absence of biometric identifiers, the determination should be based on multiple factors such as: known criminal activity, date of birth, scars, marks, tattoos, photographs, social security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC/VCIN record and maintain documentation in the case file.

5. Classification Field (CLS): Indicates whether the protective order is a family abuse order, stalking/serious bodily injury/sexual battery order, or child protective order. You must enter a classification for the protective order by using the following codes: (F) for Family Abuse, (S) for Stalking/Serious Bodily Injury/Sexual Battery, and (C) for Child.

6. Review Date Field (DTR): Should be used only on final child protective orders. You will still enter the child's eighteenth birthday as the expiration date on final child protective orders. The review date field is available for localities that assign a review date on a final child protective order.

    a. A notification message will be sent to the ORI default terminal for a final child protective order that has a Review Date (DTR) that is a past date, current date, or tomorrow's date.

    b. The message will be sent once each day (except Sunday) until the protective order expires or the Review Date is changed/removed.

    c. When your agency receives this notification, you shall contact the issuing court and verify that the order is still valid and has not been dissolved or modified. If a new review date is set, you shall update the DTR field with the new review date.

<u>Message Field Codes For Entry</u>

1. DATE OF EXPIRATION (EXP)

    a. The EXP is the date the protective order (emergency, preliminary, or final) expires. If the protective order does not have an expiration date, NONEXP should be entered. Final child protective orders will expire on the child's eighteenth birthday, unless otherwise noted.

    b. All preliminary orders expire at the date and time of the hearing. Preliminary child protective orders have three possible expiration dates. The one of the following three dates should be entered into the EXP field, and should be selected in the following order: 1) ajudicatory hearing date, 2) dispositional hearing date, and 3) review date.

2. PROTECTION ORDER CONDITIONS (PCO)

Protective order conditions determine what guidelines the Respondent must follow, while subject to a protective order. Conditions on the protective order do not always mirror the conditions that are available to select in the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC). VCIN and NCIC provide a total of nine protective order condition (PCO) codes for use in appropriate situations:

PCO Code	Translation
01	THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
02	THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSE-HOLD.
03	THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
04	THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.
05	THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON, INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES, FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
06	THE SUBJECT HAS VISITATION OR CUSTODY RIGHTS OF THE CHILD(REN) NAMED.
07	THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPON.
08	SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.
09	THE PROTECTED PERSON IS AWARDED TEMPORARY EXCLUSIVE CUSTODY OF THE CHILD (REN) NAMED.

In some cases, there will be conditions on the protective order that do not have a corresponding PCO code available in VCIN and NCIC. In these situations, this information must be added to the miscellaneous field (MIS). PCO codes can be added to the entry by performing an enter supplemental information (ENPO) transaction. **The PCO code 07 will automatically populate in all Virginia protective entries. This will ensure compliance with §18.2-308.1:4 of the Code of Virginia.**

The following conditions are from the five types of final protective orders that are issued in Virginia, that have corresponding PCO codes. The conditions that are listed on the final protective orders are similar to those listed on the emergency and preliminary protective orders. The appropriate PCO codes must be used if any of the following conditions are selected on the order:

Child Protective Order and Child Protective Order-Abuse and Neglect:

[ ] **1.** To abstain from offensive conduct against the child or against a family or household member of the child or against any person to whom custody of the child is awarded. **PCO code: 01**

[ ] **5**. To refrain from acts of commission or omission which tend to endanger the child's life, health or normal development. **PCO code: 01**

[ ] **6**. To refrain from the following contacts with the child: ..... **PCO codes: 05 and 08**.

Note: Any exceptions regarding contact must be listed in the miscellaneous field. If someone other than the Respondent is listed in condition six, then **PCO code 05 is not to be used**.

[ ] **7**. To leave the residence of the above-named child because the petitioner proved by a preponderance of the evidence that such person's probable future conduct would constitute a danger to the life or health of the child; and that there are no less drastic alternatives which could reasonably and adequately protect the child's life or health. This condition shall be in effect from ..... to ..... and shall be reviewed by the Court on ..... **PCO codes: 01 and 04**
TIME/DATE

Note: Some Judges and Magistrates will choose to write conditions on the protective order, rather than selecting one of the preprinted conditions. If any handwritten information is present on the protective order that has a corresponding PCO code available, the law enforcement agency must use the appropriate PCO code. Any additional information must be entered into the miscellaneous field. Any review dates for final child protective orders must be listed in the review field (DTR).

Family Abuse Protective Order:

THE COURT ORDERS that:
[ ] The Respondent shall not commit acts of family abuse or criminal offenses that result in injury to person or property. **PCO code: 01**

[ ] Have no contact of any kind with the Petitioner. **PCO code: 05**
[X] except as follows: ..... **PCO code 08**
Note: Any exceptions regarding contact must be listed in the miscellaneous field.

[ ] The Respondent shall have no contact of any kind with the family or house hold members of the Petitioner named above. **PCO code: 05**
[X] except as follows: ..... **PCO code 08**
Note: Any exceptions regarding contact must be listed in the miscellaneous field.

[ ] The Petitioner is granted possession of the residence occupied by the parties to the exclusion of the Respondent. **PCO code: 03**
The residence is located at ..... **PCO code 08**
The Respondent shall immediately leave and stay away from the residence; however, no such grant of possession shall affect title to any real or personal property. **PCO code: 04**
Note: Place the address of the residence granted to the Petitioner in the miscellaneous field.

[ ] Until further order, being necessary for the protection of the Petitioner and family or household members of the Petitioner,
[ ] temporary custody of [ ] temporary visitation with ..... **PCO code: 09** is as follows:.....…… **PCO code: 08**
Note: Place any information regarding custody or visitation in the miscellaneous field.

Note: Some Judges and Magistrates will choose to write conditions on the protective order, rather than selecting one of the preprinted conditions. If any handwritten information is present on the protective order that has a corresponding PCO code available, the law enforcement agency must use the appropriate PCO code. Any additional information must be entered into the miscellaneous field.

Protective Order:

THE COURT ORDERS that:
[ ] The Respondent shall not commit acts of violence, force, or threat or criminal offenses that may result in injury to person or property. **PCO code: 01 and 02**

[ ] Have no contact of any kind with the Petitioner. **PCO code: 05**
[X] except as follows: ..... **PCO code 08**
Note: Any exceptions regarding contact must be listed in the miscellaneous field.

[ ] The Respondent shall have no contact of any kind with the family or house hold members of the Petitioner named above. **PCO code: 05**
[X] except as follows: ..... **PCO code 08**
Note: Any exceptions regarding contact must be listed in the miscellaneous field.

Note: Some Judges and Magistrates will choose to write conditions on the protective order, rather than selecting one of the preprinted conditions. If any handwritten information is present on the protective order that has a corresponding PCO code available, the law enforcement agency must use the appropriate PCO code. Any additional information must be entered into the miscellaneous field.

Protective Order-In Pending Cases of Divorce, Custody, Support or Visitation:

THE COURT ORDERS that:
[ ] The Petitioner has shown a reasonable apprehension of physical harm; therefore, the Respondent is excluded from the family dwelling at..... **PCO code: 01, 03, 04, and 08**
for a period of..... **PCO code: 08**

Note: Place the address of the residence that the Respondent is excluded from, and the time period that he or she is excluded for in the miscellaneous field.

Note: Some Judges and Magistrates will choose to write conditions on the protective order, rather than selecting one of the preprinted conditions. If any handwritten information is present on the protective order that has a corresponding PCO code available, the law enforcement agency must use the appropriate PCO code. Any additional information must be entered into the miscellaneous field.

Using Protective Order Conditions (PCO):

Any information present on the protective order that does not have a corresponding PCO code available must be entered into the miscellaneous field. REMEMBER that there is a limit on the number of characters that can be entered into the miscellaneous field. When information is added to the miscellaneous field, the law enforcement agency will need to add PCO code 08. This will note that additional information regarding the terms and conditions of the protective order is listed in the entry.

Using the PCO codes will allow the law enforcement agency to have more space in the miscellaneous field for any additional information that is on the protective order. This will also save time when adding or modifying information to the VCIN/NCIC protective order entry.

NEVER enter a PCO code to the VCIN/NCIC protective order entry that is not on the protective order.

Any questions regarding the use of PCO codes should by directed to the Virginia State Police Virginia Criminal Information Network section.

3. BRADY RECORD INDICATOR (BRD)

Protective orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922. The following is a guide to help clarify the use of the Brady Indicator. Each condition contains examples from various protective orders issued in Virginia.

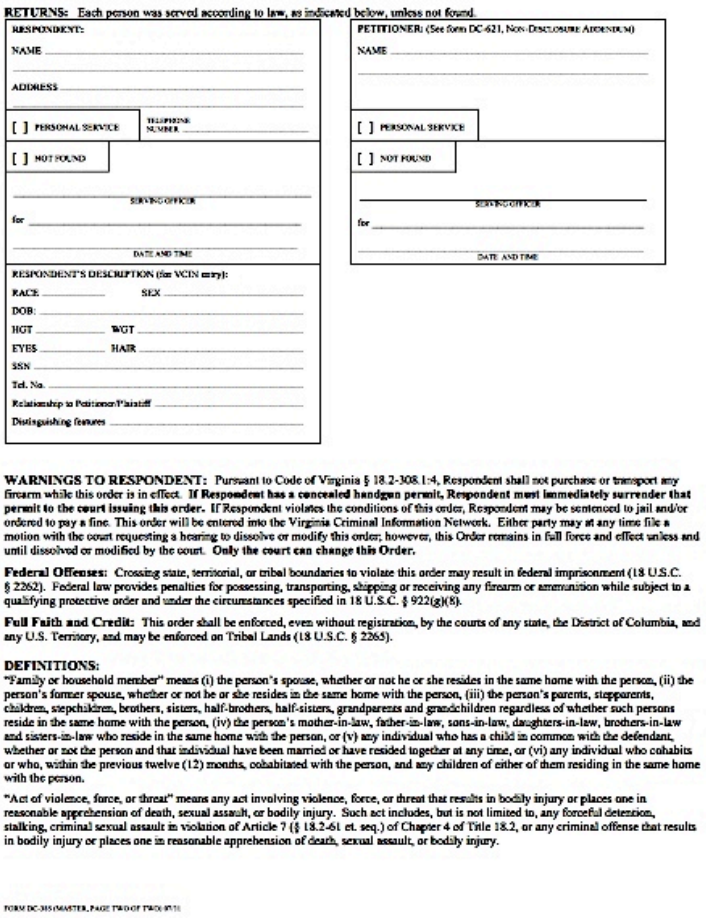
REMEMBER: In order for Brady to be YES, ALL FOUR conditions must be met.

Condition I. (Hearing)

Has the Defendant/Respondent received actual notice and had an opportunity to participate?

Actual Notice:

To determine if the order has been served, refer to the service page. The service page is typically located on the reverse side of the protective order. The service page can also be attached as an additional page to the protective order.



RETURNS: Each person was served according to law, as indicated below, unless not found.

RESPONDENT:
NAME
ADDRESS
[ ] PERSONAL SERVICE TELEPHONE NUMBER
[ ] NOT FOUND
SERVING OFFICER
for
DATE AND TIME

PETITIONER: (See form DC-621, NON-DISCLOSURE ADDENDUM)
NAME
[ ] PERSONAL SERVICE
[ ] NOT FOUND
SERVING OFFICER
for
DATE AND TIME

RESPONDENT'S DESCRIPTION (for VCIN entry):
RACE SEX
DOB:
HGT WGT
EYES HAIR
SSN
Tel. No.
Relationship to Petitioner/Plaintiff
Distinguishing features

WARNINGS TO RESPONDENT: Pursuant to Code of Virginia § 18.2-308.1:4, Respondent shall not purchase or transport any firearm while this order is in effect. **If Respondent has a concealed handgun permit, Respondent must immediately surrender that permit to the court issuing this order.** If Respondent violates the conditions of this order, Respondent may be sentenced to jail and/or ordered to pay a fine. This order will be entered into the Virginia Criminal Information Network. Either party may at any time file a motion with the court requesting a hearing to dissolve or modify this order; however, this Order remains in full force and effect unless and until dissolved or modified by the court. **Only the court can change this Order.**

Federal Offenses: Crossing state, territorial, or tribal boundaries to violate this order may result in federal imprisonment (18 U.S.C. § 2262). Federal law provides penalties for possessing, transporting, shipping or receiving any firearm or ammunition while subject to a qualifying protective order and under the circumstances specified in 18 U.S.C. § 922(g)(8).

Full Faith and Credit: This order shall be enforced, even without registration, by the courts of any state, the District of Columbia, and any U.S. Territory, and may be enforced on Tribal Lands (18 U.S.C. § 2265).

DEFINITIONS:
"Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, or (v) any individual who has a child in common with the defendant, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous twelve (12) months, cohabitated with the person, and any children of either of them residing in the same home with the person.

"Act of violence, force, or threat" means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et. seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

FORM DC-383 (MASTER, PAGE TWO OF TWO) 07/11

4. Opportunity to Participate:

In most situations the Respondent/Defendant has had the opportunity to participate and was either present in court for the hearing, or received notice of the hearing for the final protective order. There are some situations where the Respondent/Defendant may have not had the opportunity to participate in the hearing. These situations are rare, but do occur. The court will not issue a final order of protection, unless the Respondent/Defendant has had the opportunity to participate.

Condition II. (Restrains Future Conduct)

The order restrains Defendant/Respondent from harassing, stalking, or threatening the intimate partner, child of the Defendant/Respondent, or child of the Defendant/Respondent's intimate partner; or
The order restrains Defendant/Respondent from engaging in other conduct that would place the intimate partner in reasonable fear of bodily injury to the partner or child

Examples:

Child Protective Order and Child Protective Order-Abuse and Neglect:

The Child Protective Order and Child Protective Order- Abuse and Neglect each have three conditions that can meet the "restrains future conduct requirement". If any are checked, this would meet the Brady requirement for this particular condition. The conditions are listed as follows:

[ ] 1. To abstain from offensive conduct against the child or against a family or household member of the child or against any person to whom custody of the child is awarded.

[ ] 5. To refrain from acts of commission or omission which tend to endanger the child's life, health or normal development.

[ ] 7. To leave the residence of the above-named child because the petitioner proved by a preponderance of the evidence that such person's probable future conduct would constitute a danger to the life or health of the child; and that there are no less drastic alternatives which could reasonably and adequately protect the child's life or health. This condition shall be in effect from ..... to ..... and shall be reviewed by the court on .....

TIME/DATE

Protective Order-Family Abuse:

THE COURT ORDERS that:
[ ] The Respondent shall not commit acts of family abuse or criminal offenses that result in injury to person or property.

Protective Order:

THE COURT ORDERS that:
[ ] The Respondent shall not commit acts of violence, force, or threat or criminal offenses that may result in injury to person or property.

Protective Order-In Pending Cases of Divorce, Custody, Support or Visitation:

THE COURT ORDERS that:
[ ] The Petitioner has shown a reasonable apprehension of physical harm; therefore, the Respondent is excluded from the family dwelling at.....
for a period of.....

Condition III. (Credible Threat or Physical Force)

The order includes a finding that Defendant/Respondent is a credible threat to the physical safety of the intimate partner or child; or
The order, by its terms, explicitly prohibits the use, attempted use, or threatened use of physical force against the intimate partner or child that would reasonably be expected to cause bodily injury.

If the court issues any final protective order, the Respondent has been found to be a credible threat to the Petitioner and/or their family or household members.

Examples:

Child Protective Order and Child Protective Order- Abuse and Neglect:

It appearing that the above-named child is within the purview of the Juvenile and Domestic Relations District Court law, and upon [ ] a petition of [ ] a motion of ……..or [ ] the Court's own motion, a hearing has been held, notice has been given as prescribed by law, and the Court has found it necessary to protect the child's life, health, safety or normal development. Therefore, the Court orders that:

Protective Order- Family Abuse:

THE COURT FINDS that it has jurisdiction over the parties and subject matter, that the respondent was given reasonable notice and an opportunity to be heard, AND that the Petitioner has proven the allegation of family abuse by a preponderance of the evidence, a motion to modify or extend a protective order was properly before the court, or the Respondent has been convicted of a violation of a protective order pursuant to Va. Code § 16.1-253.2.
Accordingly, to protect the health and safety of the Petitioner and family or household members of the Petitioner,
THE COURT ORDERS that:

Protective Order:

THE COURT FINDS that it has jurisdiction over the parties and subject matter, that the Respondent was given reasonable notice and an opportunity to be heard, and that
A [ ] warrant [ ] petition has been issued charging the Respondent with a criminal offense resulting from the commission of an act of violence, force, or threat as defined in Va. Code § 19.2-152.7:1, OR
[ ] The Respondent has been convicted of
[ ] a criminal offense resulting from the commission of an act of violence, force, or threat as defined in Va. Code § 19.2-152.7:1.
[ ] a violation of protective order pursuant to Va. Code § 18.2-60.4, OR
[ ] A full hearing on the petition for a protective order has been held pursuant to Va. Code § 19.2-152.9(D), OR
[ ] A hearing has been held pursuant to VA. Code § 19.2-152.10(B) on a motion to extend a protective order.
Accordingly, to protect the health and safety of the Petitioner and family or household members of the Petitioner,
THE COURT ORDERS that:

Protective Order- In Pending Cases of Divorce, Custody, Support or Visitation:

THE COURT FINDS that it has jurisdiction over the parties and subject matter, and that it is proper to protect the health and safety of the Petitioner and family and household members of the Petitioner.

After [ ] an ex parte hearing, [ ] a hearing at which the Respondent was afforded proper notice and an opportunity to be heard,
THE COURT ORDERS that:

Condition IV. (Intimate Partner)

Plaintiff/Petitioner is an intimate partner of the Defendant/Respondent, that is:

A spouse of the Defendant/Respondent;
A former spouse of the Defendant/Respondent;
An Individual who is a parent of a child of the Defendant/Respondent; or
An individual who cohabitates or has cohabitated with the Defendant/Respondent

An Intimate Partner is defined as: With respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabits or has cohabited with the person. "ATF Regulations: 27 C.F.R 178.11, NCIC 2000 Manual Protection Order File, Section 2.5 (3)"

Cohabitation: Requires a live-in relationship (or former live-in relationship) between two (2) individuals (can be same sex) which, in essence, is sexual/romantic one, NOT merely a roommate. "Federal Bureau of Investigation, National Instant Criminal Background Check System, July 2005."

Refer to the below chart (Federal Bureau of Investigation, National Instant Criminal Background Check System, July 2005.) for clarification of relationship types:

PROTECTED PERSON	SUBJECT	BRD
Spouse	Spouse	Y
Former spouse	Former spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together unless documentation of cohabitation exists	Unmarried Currently or formerly living together unless documentation of cohabitation exists	U
Child	Parent	Y
Stepchild	Stepparent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N
Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N

PROTECTED PERSON	SUBJECT	BRD
Roommates	Roommates	N
Neighbors	Neighbors	N
Stepparent	Stepchild	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex, cohabiting, intimate relationship	Y
Stranger	Stranger	N

If the first three conditions for the Brady Indicator are met, and the relationship is unknown. The Brady Indicator should be set as unknown "U" until the relationship can be determined.

4. PROTECTED PERSON NAME (PPN)

   The PPN contains the name of the person protected by the order. If the name of the protected person and his/her date of birth and/or Social Security number is known, the data should be placed in the corresponding fields. The NCIC Code Manual Personal Descriptors, provides detailed instructions on the coding of a name.

5. PROTECTED PERSON DATE OF BIRTH (PPB)

   For NCIC/VCIN-formatted messages, this field is mandatory if information is placed in the PPN Field.

6. MISCELLANEOUS (MIS) FIELD

   a. If a caution indicator is used in the message key, the CMC field is required, and the reason for the caution may be further explained in the MIS Field if needed. Aliases, nicknames (monikers), vehicle data, dates of birth, social security numbers, and operator's license numbers **should not** be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/ENPO) illustrated and explained in this section of the manual, as this procedure increases the chances of a hit on the record.

   b. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

   c. When an agency transmits an "ENPO" transaction to add an additional protection order condition of 08 to a POF record, the terms and conditions **must be modified into the base record MIS field prior to transmitting the ENPO.**

d. This field should be used to further explain the conditions of an order. For example, if the terms and conditions of the PCO state that the subject is restrained from entering the residence, property, school, or place of employment of the protected person(s) or of the other family or household members of the protected person, then such information is shown in the MIS Field. For example:

MIS/100 FEET OFF MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR VISITATION.

Additionally, the MIS Field should contain details regarding service of the order.

7. COURT CASE NUMBER (CCN)

The entering agency should ensure the CCN is a unique number assigned to the case consisting of the FIPS code of the court locality as the first 3 characters, followed by the two character court and division, and position 6 through 15 is a unique number assigned by the court.

JA = Juvenile and Domestic Relation Court
JJ = Juvenile and Domestic Relation Court
GV = General District Court
CR = Circuit Court
CH = The protective order was appealed from general district court
CL = The protective order was appealed from juvenile and domestic court
GM = Protective Order was issued by a magistrate that will be forward to General District Court
JM = Protective Order was issued by a magistrate that will be forward to Juvenile and Domestic Relations Court
CJ = Circuit Court Juvenile

8. CAUTION AND MEDICAL CONDITIONS (CMC)

When a POF record is entered with a caution indicator, the MKE ends with C, and the CMC Field must contain a valid caution and medical code. The section on entering additional identifiers (MKE/ENPO) of this section, describes the process for entry of additional CMC codes as supplemental records to a POF record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous
05 = Violent Tendencies
10 = Martial Arts Expert
15 = Explosive Expertise
20 = Known to abuse drugs
25 = Escape Risk
30 = Sexually Violent Predator
Contact ORI for Detailed Information
40 = International Flight Risk
50 = Heart Condition
55 = Alcoholic
60 = Allergies
65 = Epilepsy
70 = Suicidal
80 = Medication Required
85 = Hemophiliac
90 = Diabetic
01 = Other

9. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the subject of the POF record is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications ($. messages) to the ORI of record

10. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample, must be entered in the DLO Field. The DLO field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

COUNTY FIPS CODES

FIPS	COUNTY	FIPS	COUNTY
001	Accomack Co.	099	King George Co.
003	Albemarle Co.	101	King William Co.
005	Alleghany Co.	103	Lancaster Co.
007	Amelia Co.	105	Lee Co.
009	Amherst Co.	107	Loudoun Co.
011	Appomattox Co.	109	Louisa Co.
013	Arlington Co.	111	Lunenburg Co.
015	Augusta Co.	113	Madison Co.
017	Bath Co.	115	Mathews Co.
019	Bedford Town/County	117	Mecklenburg Co.
021	Bland Co.	119	Middlesex Co.
023	Botetourt Co.	121	Montgomery Co.
025	Brunswick Co.	121	Montgomery Co/Blacksburg (GD)
027	Buchanan Co.	125	Nelson Co.
029	Buckingham Co.	127	New Kent Co.
031	Campbell Co.	131	Northampton Co.
033	Caroline Co.	133	Northumberland Co.
035	Carroll Co.	135	Nottoway Co.
036	Charles City Co.	137	Orange Co.
037	Charlotte Co.	139	Page Co.
041	Chesterfield Co.	141	Patrick Co.
043	Clarke Co.	143	Pittsylvania Co.
045	Craig Co.	145	Powhatan Co.
047	Culpeper Co.	147	Prince Edward Co.
049	Cumberland Co.	149	Prince George Co.
051	Dickenson Co.	153	Prince William Co.
053	Dinwiddie Co.	155	Pulaski Co
057	Essex Co.	157	Rappahannock Co.
059	Fairfax Co.	159	Richmond Co.
061	Fauquier Co.	161	Roanoke Co.
063	Floyd Co.	163	Rockbridge Co.
065	Fluvanna Co.	165	Rockingham Co.
067	Franklin Co.	167	Russell Co.
069	Frederick Co.	169	Scott Co.
071	Giles Co.	171	Shenandoah Co.
073	Gloucester Co.	173	Smyth Co.

075	Goochland Co.	175	Southampton Co.
077	Grayson Co.	177	Spotsylvania Co.
079	Greene Co.	179	Stafford Co.
081	Greensville Co.	183	Sussex Co.
083	Halifax Co.	101	King William Co.
085	Hanover Co.	185	Tazewell Co.
087	Henrico Co.	187	Warren Co.
089	Henry Co.	191	Washington Co.
091	Highland Co.	193	Westmoreland Co.
093	Isle of Wight Co.	195	Wise/Norton Co.
095	James City Co.	197	Wythe Co.
097	King & Queen Co.	199	York Co.

CITY FIPS CODE

FIPS	**CITY**	**FIPS**	**CITY**
510	Alexandria	700	Newport News (JDR & CIR CT)
520	Bristol	701	Newport News (GD CT)
530	Buena Vista	710	Norfolk (JDR & CIR CT)
540	Charlottesville	711	Norfolk (GD CT)
550	Chesapeake	730	Petersburg
560	Clifton Forge	740	Portsmouth
570	Colonial Heights	750	Radford
590	Danville	760	Richmond City (JDR & CIR CT)
595	Emporia	761	Richmond City (GD CT)
600	Fairfax City	764	Richmond City/Manchester (GD)
610	Falls Church	770	Roanoke City
620	Franklin City	775	Salem
630	Fredericksburg	790	Staunton
640	Galax	800	Suffolk
650	Hampton	810	Virginia Beach
660	Harrisonburg	820	Waynesboro
670	Hopewell	830	Williamsburg
678	Lexington	840	Winchester
680	Lynchburg		
690	Martinsville		

The "MPO" message is used to add, delete, or change data in a protective order base record and is restricted to the agency (ORI) that entered the record. A message to delete information in a field of the base record will cause the same data in the supplemental record to move up to the base record, except for vehicle, license, protected person, AKA, and image data.

Format 457

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VCIN NUMBER	MANDATORY	VIC	10-10	ALPHABETIC, NUMERIC
COURT CASE NUMBER	MANDATORY	CCN	15-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by; NAM, VIC, and CCN, in that order; followed by the fields to be modified. All fields, other than the MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

Example:

MPO.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/P00597903.
CCN/840JA1234567890.HAI/BLK

0114 88125 1413 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY B.VIC/P00597903.CCN/840JA1234567890.HAI/BLK.

***** MODIFY PROTECTION ORDER - RECORD MODIFIED *****

MKE/PROTECTION ORDER - CAUTION
ORI/VAVSP01T1
NAM/STRINGBEAN,LEROY B
VIC/P00597903 CCN/840JA1234567890 NIC/H092694770
***** END OF RECORD *****
MRI 288125 IN: HFS 59370 AT 14JAN2009 14:13 OUT: HOWL 24 AT 14JAN2009 14:13

0114 88137 1414 HFS
NCIC REPLY
VAVSP01T1
MODIFY NAM/STRINGBEAN,LER0Y B PNO/P00597903
MRI 288137 IN: HFS 59374 AT 14JAN2009 14:13 OUT: HOWL 25 AT 14JAN2009 14:14

Additional Guidelines For Modification

1. Additional identifier previously appended to a POF record by means of a supplemental record cannot be modified, they must be canceled with message key XNPO.

2. An agency modifying a POF record to insert the FBI number may also request a copy of the subject's identification record by adding SIR as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field. Only the agency that entered the record may request a copy of the identification record through this means

3. If a court changes the expiration date of an order, but the change does not occur until after a record expires, the record must be reentered.

4 Five days prior to the expiration of a protection order (date shown in the EXP), the ORI of record will receive a $.P. message. This unsolicited message from NCIC is a reminder to the agency to make any needed modifications to the EXP in the event that the date was changed by a court.

5. POF records that have been cleared or expired and are in an inactive status cannot be modified.

MODIFICATION TO REMOVE VEHICULAR OR OTHER DATA FROM A RECORD

1. When vehicular data are included in a POF record, a special modification message may be used to remove all the vehicular data without identifying each individual field. The record to be modified must be identified by NAM, VIC, and CCN, in that order, preceded by the proper MFCs followed by the characters LIC-VCO/ followed by a period. Entry of LIC-VCO/. causes NCIC/VCIN to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. For example:

   MPO.VA1012600.NAM/SMITH, JOHN J.VIC/ P00456397.CCN/041JA1234567891.LIC-VCO/.

   a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

MODIFICATION TO REMOVE PART OF VEHICULAR OR OTHER DATA FROM A RECORD

1. The special modification message explained above cannot be used to remove less than all of the vehicular data from a POF record. If, for example, only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modification message. For example:

   VA1020000.NAM/SMITH, JOHN J.VIC/P00456397.CCN/041JA1234567891.LIC/.LIS/.LIY/.LIT/.

   a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

MODIFICATION TO REMOVE/CHANGE DATA FROM THE MISCELLANEOUS FIELD

1. When the MIS field is modified, the user must enter the entire contents of MIS field that is still valid information.

2. In cases where the DOB and SOC information cannot be obtained, enter the petitioner in the Miscellaneous "MIS" field using the guidelines below. If the sex and/or race cannot be determined, use "U" for unknown.

   a. If a protective order is received from the court/magistrate interface with an incomplete protected person information, (contains PPN, PSX, PPR but no PPB or PPS), include the protected person information in the miscellaneous field.

      1. The Petitioner's data must be preceded by the text, "PPN -" followed by the last name, a comma, first name, space middle name followed by a slash, sex, slash, race instead of PPN, PSX, PPR fields. i.e. PPN-JONES,MARY ANN/F/W

   b. If more than one incomplete protected person is included, append the information to the miscellaneous field with the text "PPN - in front of each protected person after the Petitioner information with a colon (:) separating each protected person. i.e. PPN-JONES,MARY ANN/F/W:PPN -JONES,CINDY/F/W:PPN-JONES,MIKE/M/W.

   c. When the protective order comes from the Magistrate system the protective order will contain information on the premises of the petitioner, the "PREMISES-".

      1. The "PREMISES" information will be the **first item** in the miscellaneous field followed by the petitioner and other protected persons information when no numerical identifiers are available. i.e. MIS/PREMISES-1234 OPENFOX LANE RICHMOND VA PPN-JONES,MARY ANN/F/W: PPN-JONES,CINDY/F/W:PPN-JONES,MIKE/M/W.

   d. The above information must be entered prior to any additional information being to entered into the miscellaneous field.

   e. When the date of birth and/or social security number is obtained on the protected persons, modify the date of birth into the base record for the petitioner and add the additional protected persons to the base record with message key code (ENPO) when their date of birth and/or social security number is obtained.

      After this has been completed delete the incomplete data from the MIS field with message key MPO.

Validation Guidelines for NCIC/VCIN Modification

For NCIC/VCIN validation, the name of validator shall be added to the Name of Validator (VLN) Field of a POF record to indicate that the record has been validated. When data is entered into the VLN Field, the NCIC/VCIN enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. For example:

MPO.VA0210100.NAM/SMITH, JOHN J.VIC/ P00456397.CCN/021JA1234567891.
VLN/JONES, DAVID E

0111 00348 0941 HFS
VCIN REPLY
VA0210100

NAM/SMITH,JOHN J.VIC/P00456397.CCN/041JA1234567891.VLN/JONES, DAVID E

***** MODIFY PROTECTION ORDER - RECORD MODIFIED *****

MKE/PROTECTION ORDER
ORI/VA0010000
NAM/SMITH,JOHN J
VIC/P00456797 CCN/021JA1234567891 NIC/H178371563
***** END OF RECORD *****

MRI 348 IN: HFS 142 AT 11JAN2012 09:41 OUT: HOWL 52 AT 11JAN2012 09:41

0111 00350 0942 HFS
NCIC REPLY
VA0010000
VALIDATE NAM/SMITH, JOHN J NIC/ H178371563

MRI 350 IN: HFS 143 AT 11JAN2012 09:41 OUT: HOWL 53 AT 11JAN2012 09:42

The "XPO" message is utilized to cancel a record and is restricted to the agency that entered the record. A cancellation message will immediately retire the POF record. These records are not available in the inactive database. POF records that have been expunged or are determined to be inaccurate should be canceled. Active, expired, and cleared records can be canceled.

Format 456

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	ALPHABETIC, NUMERIC
COURT CASE NUMBER	MANDATORY	CCN	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

Identification Of A Record To Be Canceled

The record to be canceled must be identified by; NAM, VIC and CCN, in that order; preceded by the proper MFC's. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date must follow the three record identifiers.

Example:

XPO.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/P00598026.CCN/840JA1234567890.
20120115

0115 93313 0726 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY B.VIC/P00598026.CCN/840JA1234567890.DOC/20120115

***** CANCEL PROTECTION ORDER - RECORD CANCELED *****

MKE/PROTECTION ORDER - CAUTION
ORI/VAVSP01T1
NAM/STRINGBEAN,LEROY B
VIC/P00598026 CCN/840JA1234567890 NIC/H132669025
***** END OF RECORD *****
MRI 93313 IN: HFS 20662 AT 15JAN2012 07:26 OUT: HOWL 10 AT 15JAN2012 07:26
0115 93328 0727 HFS

NCIC REPLY
VAVSP01T1
CANCEL NAM/STRINGBEAN,LER0Y B PNO/P00598026
MRI 93328 IN: HFS 20663 AT 15JAN2012 07:27 OUT: HOWL 11 AT 15JAN2012 07:27

ADDITIONAL GUIDELINES

When a POF record is canceled, any supplemental information or images appended to that record will be canceled automatically.

The "QPO" message is utilized in searching the NCIC/VCIN Protective Order File.

Format: 529

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
COURT CASE NUMBER	CONDITIONAL	CCN	15-15	ALPHABETIC, NUMERIC SPECIAL CHARACTER
VIC NUMBER	CONDITIONAL	VIC	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC

Requirements for an Inquiry

1. An inquiry of the Protection Order File may be made by name and one, more than one, or all of the following alphanumeric identifiers: complete DOB (including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data, NAM and CCN only, VIC, or NIC only, with each data element preceded by the proper MFC.

   Note: Exact spelling of the name as contained in the entry is required when inquiring with only NAM and CCN. An inquiry with NAM and DOB will also search the PPN and PPB Fields, respectively. Additionally, an inquiry with SOC will search the PSN Field.

2. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC/VCIN will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

   Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC/VCIN to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC/VCIN. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry follows.

Race Code In Inquiry	Race Codes Searched
A = Asian or Pacific Islander	All
I = American Indian or Alaskan Native	All
B = Black	All except W
W = White	All except B
U = Unknown	All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

4. An inquiry can provide a secondary hit response only from within the Protection Order File when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. A QPO transaction will not cause a cross-search of any other file.

5 An inquiry of the Wanted Person (QW/ZW) and/or Vehicle (QV/ZV) Files will result in the automatic cross-search of the POF. Active records will be returned in a positive response; inactive records will not. QW queries based on NAM and DOB will also search the PPN and PPB Fields. Additionally, QW inquiries on SOC will also search the PSN Field. The Wanted Person and Vehicle File Chapters contain details regarding use of the above MKE's.

6. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

EXAMPLE

QPO.VAVSP00H1.NAM/STRINGBEAN,LEROY.SEX/M.RAC/W.DOB/19480916

0114 07003 1445 HFS
VCIN REPLY
VAVSP00H1
RTYPE/HIT

MKE/PROTECTION ORDER - CAUTION
CMC/Martial Arts Expert
NAM/STRINGBEAN,LEROY B
SEX/M RAC/W DOB/19480916
TYP/ORDER OF PROTECTION
HGT/509 WGT/165 EYE/BRO HAI/BLK SKN/FAR
SMT/TAT L LEG
POB/VA CTZ/US
SOC/123459876 MNU/AS-12345
OLN/T12345 OLS/VA OLY/2016
LIC/FPX302 LIS/VA LIY/2010 LIT/PC
VIN/123456789TEST VYR/1970
VMA/PONT VMO/CAT VST/2D VCO/WHI/GRN
DOB/19460924
DOB/19461226
AKA/LITTLETOWN,THOMAS
AKA/BEDFORD,JACK
PPN/STRINGBEAN,LINDA PSX/F PPR/W PPB/19510105 PSN/556677889
PPN/STRINGBEAN,THOMAS KENNETH PSX/M PPR/W PPB/19950707 PSN/
PPN/STRINGBEAN,JAMES LITTLE PSX/M PPR/W PPB/19900101 PSN/454545454
BRD/Y CTI/VA021013J
PCO/SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPON
MIS/TEST RECORD
VIC/P00597903 CCN/840JA1234567890 PNO/P00597903 NIC/H092694770
ISD/20120114 SDO/20120114 EXP/NONEXP
DTE/20120114 DTM/20120114
** END OF RECORD - CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I

MRI 307003 IN: HFS 63648 AT 14JAN2009 14:45 OUT: HOWL 32 AT 14JAN2009 14:47

0114 07008 1448
NCIC REPLY

VAVSP00H1
*****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER*****

****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)****

MKE/PROTECTION ORDER - CAUTION
MARTIAL ARTS EXPERT
ORI/VAVSP01T1 NAM/STRINGBEAN,LER0Y B SEX/M RAC/W POB/VA DOB/19480916
HGT/509 WGT/165 EYE/BR0 HAI/BLK CTZ/US SKN/FAR
SMT/TAT L LEG
MNU/AS-12345 SOC/123459876
OLN/T12345 OLS/VA OLY/2016
PNO/P00597903 BRD/Y ISD/20120114 EXP/NONEXP CTI/VA021013J
PPN/STRINGBEAN,LINDA PSX/F PPR/W PPB/19510105 PSN/556677889
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM
PCO/OR OTHER WEAPON.
OCA/840JA1234567890
MIS/TEST REC0RD
LIC/FPX302 LIS/VA LIY/2012 LIT/PC
VIN/123456789TEST VYR/1970
VMA/P0NT VMO/CAT VST/2D VCO/WHI/GRN
DNA/N
ORI IS SP DIVISION 1 RICHMOND 804 553-3445
PPN/STRINGBEAN,TH0MAS KENNETH PSX/M PPR/W PPB/19950707
PPN/STRINGBEAN,JAMES LITTLE PSX/M PPR/W PPB/19900101 PSN/454545454
DOB/19461226
DOB/19460924
AKA/BEDF0RD,JACK
AKA/LITTLET0WN,TH0MAS
NIC/H092694770 DTE/20120114 1356 EST

MRI 307008 IN: NC2S 59331 AT 14JAN2012 14:45 OUT: HOWL 33 AT 14JAN2012 14:51

Additional Guidelines for Inquiry

1. IMAGE INDICATOR (IND)

QPO inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned if available.

QPO.VA1230000.NAM/SMITH,JOHN J. SEX/M.RAC/W.DOB/19691012.IND/Y

a. The following would be returned for a POF record with a mugshot image:

IMN/I011500549 IMT/M
NIC/M014010961 DTE/20060511 1401 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
IMR/
(Followed by Image)

b. The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFC's (NAM, DOB , RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the base record and the Image NCIC Number (IMN). Following the IMN is the image size in bytes (00256), and, last, <image> would be replaced with the actual image.

2. RELATED SEARCH HIT (RSH)

a. QPO inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all POF records with the same ORI/CCN as the primary hit response.

b. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A $.B. notification will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of the NCIC Operating Manual contains additional information on retrieving the file.

3. EXPANDED NAME SEARCH (ENS)

A QPO inquiry may also contain an Enhanced Name Search indicator (ENS) to specify that when the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each entered name part as a last name, interchanging the remaining name parts as given names.

QPO.VA1230000.NAM/FRANK,MILES.SEX/M.RAC/W.DOB/19691012.ENS/Y

The following hit response based on ENS would be returned:

****WARNING — THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER****

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/MILES, FRANK L SEX/M RAC/W POB/MD DOB/19691012
HGT/550 WGT/155 EYE/BRO HAI/BRO SKN/FAR
SOC/987654321
PNO/PO34512345 BRD/N ISD/20080728 EXP/20110728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101
PCO/THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON
PCO/OR OTHER FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H134566706 DTE 19980728 0000 EDT

4. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

5. DELAYED-INQUIRY HIT NOTIFICATION ($.H.)

a. A $.H. is sent only to the entering/modifying agency for POF records.

b. A $.H. will be returned only if the entering/modifying and inquiring agencies are different.

6. MISCELLANEOUS NUMBER FIELD

   If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

7. If a hit response contains expired license plate information, the following caveat will be included:

   WARNING — THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

Procedures for Handling a Hit

1. The entering agency must be able to confirm the status and terms of a protective order to any criminal justice agency that makes an inquiry. If the entering agency does not operate 24 hours a day, seven days a week, it must make arrangements with another agency through a written agreement to provide responses to hit confirmation requests.

   Requirements for hit confirmation responses are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

2. When an agency receives a record response to an NCIC/VCIN query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of the NCIC manual for additional information on investigative interest supplemental records.

LOCATE

There are no locate procedures for the Virginia Protective Order Registry and NCIC POF.

The "CPO" message is utilized to clear a protective order when a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. The clear transaction will change the status of the POF record from active to inactive in NCIC and VCIN will purge the record from the VCIN files. Clearance of a POF record is restricted to the agency that entered the record. Expired records cannot be cleared.

Format 530

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	ALPHABETIC, NUMERIC
COURT CASE NUMBER	MANDATORY	CCN	15-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

Identification of a Record to Be Cleared

The record to be cleared must be identified by NAM, VIC, and CCN, in that order, preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. The date of clear must follow the three record identifiers.

Example

CPO.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/P00597903.CCN/840JA1234567890.20120115

0115 90194 0715 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY B.VIC/P00597903.CCN/840JA1234567890.DCL/20120115

***** CLEAR PROTECTION ORDER - RECORD CLEARED *****

MKE/PROTECTION ORDER - CAUTION
ORI/VAVSP01T1
NAM/STRINGBEAN,LEROY B
VIC/P00597903 CCN/840JA1234567890 NIC/H092694770
***** END OF RECORD *****

MRI 90194 IN: HFS 19960 AT 15JAN2012 07:15 OUT: HOWL 5 AT 15JAN2012 07:15

0115 90209 0715 HFS
NCIC REPLY
VAVSP01T1
CLEAR NAM/STRINGBEAN,LER0Y B PNO/P00597903
MRI 90209 IN: HFS 19962 AT 15JAN2012 07:15 OUT: HOWL 6 AT 15JAN2012 07:15

Additional Guidelines for Clear

1. When a Protection Order File record is cleared, any supplemental information appended to that record will be cleared automatically.

2. When a POF record is cleared, its status will be changed to inactive. During this period of time, the record can be accessed via the QPO transaction. Inactive records cannot be modified. The record will remain on file for the remainder of the year plus 5 years at which time the record will be retired.

3. Benefits and effectiveness data are not applicable to the POF record.

4. When a record is no longer in the VCIN Wanted Hot File System (HFS), and the record is still on file in the NCIC wanted file system, you must clear the record using the NIC number instead of the VIC number (GLINK format 546).

The "ENPO" message is utilized to enter alias (es) and/or additional identifiers as a supplemental record and additional protected person to any active protective order record. The supplemental entry may be made only by agency originally entering the protective order record.

Format 492

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	ALPHABETIC, NUMERIC
COURT CASE NUMBER	MANDATORY	CCN	15-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL ET	VIN	1-20	ALPHABETIC, NUMERIC
PROTECTED PERSON SET	OPTIONAL SET	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER CONDITIONS	OPTIONAL	PCO	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
IMAGE NCIC NUMBER	OPTIONAL SET	IMN		
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL

Requirements Listed as Conditional or Optional Set

1. When entering additional operator license data you must enter them as a set, OLN, OLS, and OLY, i.e., OLN/T12345678.VA.2018.

2. When entering additional vehicle license plates, you must enter as a set, LIC, LIS, LIY, and "LIT," i.e., LIC/FXX302.VA.2014.PC.

3. When entering additional vehicles you must enter as a set, VIN, VYR, VMA, VMO, VST, and VCO, i.e., VIN/12345678909876.1970.PONT.CAT.2T.WHI/GRN.

4. When entering additional protected persons you must enter as a set, PPN, PSX, PPR, PPB, and/or PSN, i.e PPN/SMITH,LINDA ANN.F.W.19960501.234321897

5. When entering Images, they must be entered as a set, IMN, IMT**..**

EXAMPLE

ENPO.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/P00597903.CCN/840JA1234567890.
AKA/BEDFORD,JACK.LITTLETOWN,THOMAS.DOB/19461226.19460924.
PPN/STRINGBEAN,JAMES LITTLE.M.W.19900101.454545454.
PPN/STRINGBEAN,THOMAS KENNETH.M.W.19950707

0114 05027 1442 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY
B.VIC/P00597903.CCN/840JA1234567890.AKA/BEDFORD,JACK.LITTLE
TOWN,THOMAS.DOB/19461226.19460924.PPN/STRINGBEAN,JAMES
LITTLE.M.W.19900101.45454
5454.PP1/STRINGBEAN,THOMAS KENNETH.M.W.19950707..

***** ENTER SUPPLEMENTAL - DATA ENTERED *****

MKE/PROTECTION ORDER - CAUTION
ORI/VAVSP01T1
NAM/STRINGBEAN,LEROY B
VIC/P00597903 CCN/840JA1234567890 NIC/H092694770
***** END OF RECORD *****

MRI 305027 IN: HFS 63201 AT 14JAN2012 14:42 OUT: HOWL 30 AT 14JAN2012 14:42

0114 05036 1442 HFS
NCIC REPLY
VAVSP01T1
SUPP NAM/STRINGBEAN,LER0Y B PNO/P00597903

MRI 305036 IN: HFS 63205 AT 14JAN2012 14:42 OUT: HOWL 31 AT 14JAN2012 14:42

Identification of a Record for Entry of a Supplemental Record

The record to which a supplemental record alias and/or another additional identifier is to be added must be identified by NAM, VIC, and CCN, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

Number of Additional Identifiers in a Supplemental Record

1. The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for a POF record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number * (entered as a set; either date of birth or social security number are required; sex and race are not required but should be entered if known)	PPN	9
Protection Order Condition	PCO	7
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, and 10 identifying images) are added to the supplemental record when an image is entered and the NIC/VCIN of the base record is included in the entry transaction. Additional information can be found in the Image File Chapter of the NCIC manual.

3. A record relating to John J. Smith might have appended supplemental data consisting of three other names (AKA's), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, one set of vehicle data concerning an automobile known to be in his possession, three sets of data describing persons covered by the protection order, four additional conditions of the protection order, and two caution and medical conditions.

4. Entry of these additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry message.

Number of Additional Identifiers In A Supplemental Entry

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; protection order condition; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, protected person or image is likewise counted as one identifier.

Additional Guidelines for Entry of A Supplemental Record

1. After the POF record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

2. The field in the main record must contain information before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the SOC Field.

3. All numeric identifiers excluding originating agency case number, protection order number, and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the CCN Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

4. Personal Descriptors and Vehicular Data Codes, NCIC Code Manual, contain appropriate coding of personal identifiers and license and

AUTH/CHESTERFIELD CO PD DISP/WYGONIK EST/0115

MRI 17466 IN: CHET 21 AT 16OCT2012 01:14 OUT: CMD1 48 AT 16OCT2012 01:16.

Message Field Code Edits For Supplemental Record Entry

1. ALIAS FIELD (AKA)

   a. Field code AKA followed by a slash is used to identify an alias (es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those

previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

b. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

c. Nicknames (monikers) are to be entered in the AKA Field of the missing person record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

2. OPERATOR'S LICENSE SET (OLN)

a. Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed and must be separated by a period. For example:

OLN/ L234526677238.VA.2018.

b. In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

a. Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed and must be separated by a period. For example:

LIC/CBA321.MD.2010.TK.

b. In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICLE IDENTIFICATION NUMBER (VIN) SET

a. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

b. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

VIN/lL69X6J023456.1976.CHEV.IMP.4D.BLK.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

c. In the event that data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

5. PROTECTED PERSON SET (PPN)

a. Field code PPN followed by a slash is used to identify an additional protected person in a supplemental entry. This set contains four data elements: for NCIC/VCIN formatted messages: PPN, SEX, RAC, and DOB or five data elements for NCIC/VCIN formatted messages: PPN, SEX, RAC, DOB, and PSN. The PPN and DOB or PSN are required for entry. However, all fields should be entered in proper order when available.

b. Elements must be separated by periods and each data element must be accounted for. For example:

PPN/DALE, ROGER J.M.W.19930917. 123456789

or

PPN/DALE, ROGER J…19930917 or PPN/DALE, ROGER J….123456789

c. In the event that data related to other protected persons are entered at the same time, each set of protected person data must be preceded by MFC PPN/. If a protection order lists the names of more than ten protected persons, the additional names should be placed in the MIS Field.

d. A full set of fields (PPN, PSX, PPR, PPB and/or PSN) are required to enter a Supplemental Protected Person as ENPO. If a full set of identifying fields are not available, the user should include the information in the MIS field of the protective order using EPO or MPO.

6. PROTECTION ORDER CONDITIONS (PCO)

a. An additional seven protection order conditions can be entered in a supplemental record. The details of the conditions should be included in the MIS Field of the base record.

b. If condition number 08 is entered, the MIS Field is mandatory. PCO codes entered in a supplemental record will be translated in the NCIC/VCIN response.

7. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; protection order conditions; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, SOC/, PCO/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102. 19350823.SMT/SC L CHK.POCKMARKS.
MNU/AF-2252333.SOC/303055378.

MODIFICATION OF INFORMATION IN A SUPPLEMENTAL RECORD

1. No one-step procedure is available to modify fields in a POF supplemental record.

2. To modify, the incorrect field should be canceled (XNPO) and reentered. Cancellation procedures are set forth in this section which also contains instructions on entering the correct data.

The "XNPO" message is utilized to cancel alias(es) and/or additional identifiers and additional protected person from any active protective order record.

Format 493

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	ALPHABETIC, NUMERIC
COURT CASE NUMBER	MANDATORY	CCN	15-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

Identification Of A Record To Be Cancellation

The record to be canceled must be identified by NAM,VIC, and CCN in that order preceded by the proper MFC's. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date must follow the three record identifiers.

EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION

XNPO.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/P00597903.CCN/840JA1234567890.
PPN/STRINGBEAN,JAMES LITTLE.M.W.19900101.454545454

0114 11656 1454 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY
B.VIC/P00597903.CCN/840JA1234567890.PPN/STRINGBEAN,JAMES
LITTLE.M.W.19900101.454545454.

***** CANCEL SUPPLEMENTAL - DATA CANCELED *****

PROTECTION ORDER - CAUTION
ORI/VAVSP01T1
NAM/STRINGBEAN,LEROY B
VIC/P00597903 CCN/840JA1234567890 NIC/H092694770
***** END OF RECORD *****

MRI 311656 IN: HFS 64717 AT 14JAN2012 14:54 OUT: HOWL 34 AT 14JAN2012 14:54

0114 11658 1455 HFS
NCIC REPLY
VAVSP01T1
CANCEL SUPP NAM/STRINGBEAN,LER0Y B PNO/P00597903
PPN/STRINGBEAN,JAMES LITTLE.M.W.19900101.454545454

MRI 311658 IN: HFS 64718 AT 14JAN2012 14:54 OUT: HOWL 35 AT 14JAN2012 14:55

Identification of Record for Cancellation of Additional Identifiers

When canceling information contained in a supplemental record, the record to which the supplemental record is appended must be identified by NAM, VIC, and CCN in that order with each data element preceded by the proper MFC. The example shown uses NAM, VIC, and CCN and the supplemental data to be canceled, with each field preceded by the proper MFC.

Number of Additional Identifiers in a Cancellation Message

A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, CMC, PCO, or SOC is counted as one identifier. Each set of OLN, OLS, VIN, IMN, or PPN is counted as one identifier.

Additional Guidelines for Cancellation of Supplemental Data

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; protection order conditions; caution and medical conditions; and/or Social Security numbers to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator's license, license plate data, image data or protected person data (multiple data element fields) must be preceded by OLN/, LIC/, IMN/, or PPN/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with a period to account for the intervening VYR Field. For example:

   VIN/1L69X6JO23456..CHEV

3. When canceling information on a protected person, only the PPN and both PPB and PSN (when entered) are required after the MFC/; however, a period must be entered to account for the intervening PSX and PPR and PPB (if blank). For example:

   PPN/SMITH, PRINCESS…19931121.432567890
   or
   PPN/SMITH, PRINCESS….432567890
   or
   PPN/SMITH, PRINCESS…19931121

4. When a record is canceled, its entire supplemental record is automatically canceled.

Notification to Entering Agency When a Protective Order Has Been Served

When a protective order is served by an agency other than the entering agency, a message may be sent to the holder of the record, advising them that the protective order has been served and advise the entry agency any other pertinent information obtained during service.

Format 526

AM.(Receiving Agency,Sending Agency)
MESSAGE NBR/ ,SENDERS ORI/ ,DATE/
TO:

NAM/ .DOB/
VIC/
SDO/
STO/
OTHER INFORMATION/

AUTH: :OPER/ TIME/ ,E T

Example:

AM..RIC1,CHET.
2012-211 ,VA0210100 ,1-16-2012
TO:PD RICHMOND

NAM/STRINGBEAN,LEROY .DOB/09-16-1948
VIC/P123456789
SDO/07-16-2012
STO/1345
OTHER INFORMATION/SUBJECT'S CORRECT EYE COLOR IS BLUE

AUTH: PD CHESTERFIELD CO :OPER/BENTLEY TIME/1405 ,EDT

FOREIGN FUGITIVE FILE

IDENTITY THEFT FILE

IMAGE FILE

IMMIGRATION VIOLATOR FILE

OTHER TRANSACTIONS FILE

SUPERVISED RELEASED

UNIDENTIFIED PERSON FILE

US SECRET SERVICE PROTECTIVE FILE

VIOLENT PERSON FILE

Information on these files is found in your NCIC Operating Manual or in Technical Operational Updates that were sent to your agency in the past, which will be added to the NCIC Operating Manual on its next revision.

VIOLENT GANG FILE (VGF)

Overview II-13-1
Criminal Street Gang Reporting II-13-1
Data Flow of Transactions into VCIN/NCIC Files II-13-5
Definition of a Record Subject II-13-1
Security II-13-1

GROUP REFERENCE CAPABILITY

Background II-13-2
Criteria for Entry II-13-2
Criteria for Entry of a GRC – Gang II-13-2
Criteria for Rejecting Duplicate GRC Records II-13-4
Entry of a GRC Record by Primary or Secondary Agencies II-13-5
Image Capability II-13-4
Message Field Codes and Edits II-13-3
Message Key (MKE) Codes for GRC Records II-13-2
Retention Period for GRC Records II-13-3
Validation II-13-3

EGG Enter GRC Record II-13-8
Additional Guidelines for GRC Entry II-13-11
Example of Entry II-13-9
Request for Gang File Group Code II-13-6
MGG Modify GRC Record II-13-12
Example of Modification II-13-13

XGG Cancel GRC Record II-13-15
Example of Cancellation II-13-16

QGG Query GRC Record II-13-17
Example of Inquiry II-13-18

Locate GRC Record II-13-20
Clear GRC Record II-13-20

EGGN Enter Supplemental Record II-13-21
Additional Guidelines II-13-23
Example of Entry II-13-22
Maximum Number of Additional Identifiers in GRC Supplemental Entry II-13-23
Number of Additional Identifiers in a GRC Supplemental II-13-23

XGGN Cancel Supplemental Data from GRC Record II-13-24
Additional Guidelines for GRC Supplemental Data Cancellation II-13-24
Example of Entry II-13-25
Maximum Number of Additional Identifiers in a Supplemental Cancellation II-13-24

	Automatic Group Member Capability Retirement of Record	II-13-29
	Background	II-13-26
	Criteria for GMC Entry	II-13-27
	Criteria for Rejecting Duplicate Records	II-13-36
	Message Field Codes and Edits	II-13-30
	Message Key (MKE) Codes for a GMC Record	II-13-28
	Retention Period for Records	II-13-28
	Validation of GMC Records	II-13-29
EGM	Enter Group Member Record	II-13-37
	Additional Guidelines for GMC Entry	II-13-41
	Example of Entry	II-13-40
MGM	Modify Group Member Record	II-13-45
	Additional Guidelines	II-13-46
	Example	II-13-46
XGM	Cancel Group Member Record	II-13-48
	Additional Guidelines for Cancellation	II-13-49
	Example of cancellation	II-13-49
QGM	Query Group Member Record	II-13-50
	Additional Guidelines for GMC Inquiry	II-13-53
	Example	II-13-52
	Locate GMC Record	II-13-58
	Clear GMC Record	II-13-58
EGMN	Enter Supplemental Data for a Group Member Record	II-13-59
	Additional Guidelines for GMC Supplemental Record	II-13-63
	Example	II-13-61
	Maximum Number of Additional Identifiers in Supplemental Entry	II-13-63
	Number of Additional Identifiers in a GMC Supplemental Record	II-13-62
	Modification of Group Member Supplemental Record Data	II-13-65
XGMN	Cancel Group Member Supplemental Data	II-13-65
	Additional Guidelines for GMC Supplemental Cancellation	II-13-67
	Example	II-13-66
	Maximum Number of Additional Identifiers in Supplemental Cancel	II-13-67

Refer to the "KNOWN OR APPROPRIATELY SUSPECTED TERRORIST (KST) FILE" of the NCIC Operating Manual for Terrorist information.

VIOLENT GANG FILE (VGF)

OVERVIEW

1. The Violent Gang has been designed to provide identifying information about violent criminal gangs and members of those gangs to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about these organizations and members to facilitate criminal investigations.

2. Because Gang File information is based, in part, on investigative information not previously subject to independent judicial review, strict adherence to policy on the security, use, and dissemination of Gang File information is necessary.

SECURITY

1. Gang File information is exclusively for the use of criminal justice agencies for criminal justice purposes. In no case should Gang File information be disseminated to any noncriminal justice agency.

2. The security measures to be accorded criminal history record information as set out in the NCIC Security Policy should be followed with respect to the Gang File and the information contained therein.

DEFINITION OF A RECORD SUBJECT

The Gang File is composed of two components or "capabilities," both intended to accomplish the two major goals of the file: 1) promoting the identification of groups and group members, and 2) facilitating the exchange of information about these groups and members.

1. The **Group Reference Capability (GRC)** provides information about gangs. This capability can be accessed by an individual QGG inquiry.

2. The **Group Member Capability (GMC)** provides information in a format similar to Wanted Person File records about individual members of gangs. This capability can be accessed by an individual QGM inquiry and by automatic cross-search with all files searched by a QW, QWA, QWE, QWF, QWS, or ZW inquiry (or any related transaction such as an entry which generates an inquiry).

CRIMINAL STREET GANG REPORTING

Under Code of Virginia § *52-8.6* ,when it is determined, by a state or local law-enforcement agency, regional jail, the Department of Corrections, or a regional multi-jurisdictional law-enforcement task force, that a person is a member of a criminal street gang, as defined in § *18.2-46.1*, the agency **shall enter** the person's name and other appropriate gang-related information required by the Department of State Police into the information system known as the Organized Criminal Gang File of the Virginia Criminal Information Network (VCIN), and the Violent Criminal Gang File of the National Crime Information Center (NCIC), maintained by the Federal Bureau of Investigation.

The entry shall be made as soon as practicable after determining that a person is a member of an organized criminal gang.

BACKGROUND

The GRC enables the on-line entry and retrieval of records for qualifying gangs by group and subgroup name. Though searchable by either group or subgroup, it is unlikely that searching by group will yield results specific enough for practical use. While providing limited group identifying information, the main feature of the GRC is to identify those agencies which are willing to provide more details on a particular gang. Therefore, multiple agencies may be listed as references in a single record.

CRITERIA FOR ENTRY OF A GRC - GANG

For purposes of entry in the GRC, a **gang** must meet the following criteria:

1. The group must be an ongoing organization, association, or group of three or more persons; and

2. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity or delinquent conduct.

    a. **Criminal or Delinquent Conduct** includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary, and/or carjacking.

    b. **Delinquent Conduct**, as with the Wanted Person File, is conduct of a juvenile which would be a crime if committed by an adult.

    c. **Criminal Conduct** includes acts committed during incarceration which are often labeled disruptive and which could be punished as crimes.

MESSAGE KEY (MKE) CODES FOR GRC RECORDS

Message	MKE	Translation
Entry-Gang	EGG	CRIMINAL GANG
Modify	MGG	
Cancel	XGG	CANCELED GANG
Inquiry	QGG	
Supplemental entry	EGGN	
Supplemental cancel	XGGN	

RETENTION PERIOD FOR GRC RECORDS

Single-interest records are retained indefinitely or until removed by the originating agency.

Multiple-interest records are retained indefinitely or until all agencies remove their interest in the record.

GRC VALIDATION

There is no validation schedule for GRC records.

GRC MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetic, numeric's, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions are in Personal Descriptors, NCIC Code Manual.
DLO	DNA Location	A free text field containing alphabetic, numeric's, and special characters explaining the location of the DNA sample, contact information, ORI, type of DNA sample available, and the CODIS number. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain information regarding the location of the DNA sample, contact information, ORI, type of DNA sample available, and the CODIS number.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DRS	Identifying Dress	Free text.
EBS	Expanded Date of Birth Search	Must be either 1 or blank. The default value is blank.
GNG	Group Name	Must be a valid NCIC-assigned group name code.
GTI	Identifying Graffiti	Free text.
HND	Identifying Hand Signals	Free text.
MIS	Miscellaneous	Free text.

POC	Agency Point of Contact	Free text.
SGP	Subgroup Name	Must be a valid NCIC-assigned subgroup name code or NONE KNOWN.
TTO	Identifying Tattoos	First ten characters must conform to a valid SMT code as listed in Personal Descriptors, NCIC Code Manual.
ENS	Expanded Name Search	Must be Y or N.
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Last name, first name middle initial of the validator.

CRITERIA FOR REJECTING DUPLICATE GRC RECORDS

1. If the GNG and SGP Fields match a record already on file and the ORIs match, the second entry will be rejected with the message REJECT ON FILE with the duplicate record provided with the reject message.

2. If the enter transaction contains duplicate data in the GNG and SGP Fields with different ORIs and the base record has less than 99 pairs of ORI/POC data associated with it, the ORI and POC data are stored and become part of the initial GRC record. If there are 99 pairs of ORI/POC data associated with it, the entry will be rejected with the message REJECT NOT AUTHORIZED.

IMAGE CAPABILITY

The Image File chapter of the NCIC Operating Manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

ENTRY OF A GRC RECORD

The first agency (primary ORI) which enters a particular group/subgroup combination for a gang (EGG) GRC record is responsible for all fields of the base record and supplemental record except for additional ORI/Point of Contact (POC) data entered by subsequent originating agencies.

Subsequent entries for that particular group/subgroup will be permitted to allow another agency to express an interest by adding its own ORI and point of contact information. The subsequent agency **cannot** enter or modify any field in the record other than its own **POC** Field. If subsequent entries contain data in the TTO, HND, GTI, DRS, or MIS Fields, those data fields will be ignored.

VGTOF CODE REQUEST FORM

A copy of the U.S. Department of Justice, Federal Bureau of Investigation, VGTOF CODE REQUEST form appears in its entirety on the following two pages. Users can copy, complete, and return this form to obtain gang and/or subgroup codes.

The VGTOF Code Sections hours of operation are 0800 to 1630 Monday through Friday, except federal holidays.

In **emergency cases** when an agency needs to get a gang member into the NCIC/VCIN system, after the above hours, the following codes will be used.

- **GMC record entries for emergency cases**

  GNG/UNLISTED GROUP
  SGP/UNLISTED SUBGROUP

Agencies must obtain codes from NCIC and make a Gang Reference entry and modify their Gang Member entry within 96 hours or their entry will be canceled by the computer system.

DATA FLOW OF TRANSACTIONS INTO THE VCIN AND NCIC FILES

1. When an agency enters or updates a Gang Reference File or Gang Member File record into the NCIC/VCIN systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transaction and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent...

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

Federal Bureau of Investigation
Criminal Justice Information Services (CJIS) Division

Gang File Group Code Request

PLEASE TYPE OR PRINT CLEARLY
Fax completed form to 304-625-5393, Attention: NCIC Operations/Gang File
Or E-mail: VGTOFCODE@LEO.GOV
It is not necessary to submit more than one form with each request.
Additional groups may be listed in a similar format on another sheet of paper.

REQUESTER:_____

AGENCY NAME:_____ORI:_____

ADDRESS:_____

TELEPHONE NUMBER:_____FAX:_____

Please complete this request by providing as much detail as possible. Before requesting a code for a gang group, you should ensure that one of the qualifying definitions (listed on the back of this form) is applicable.

DATE OF REQUEST:_____

Signature_____Title_____

In conjunction with this request, have you already made an emergency Gang Group Member Capability NCIC record entry using the code GNG/UNLISTED GROUP? ☐ Yes ☐ No
If yes, indicate date entry was made:_____

GROUP NAME:_____

LOCATION: (City/County where group operates)_____

GROUP ALIASES: (List if applicable. Codes are not assigned to aliases, but aliases should be entered into the Miscellaneous Field of the Group Reference Capability Record.)

_____ _____

SUBGROUP NAME: (If none, list phrase NONE KNOWN, the Subgroup Code that will be used for this group at the time of record entry.)

_____

Location:_____

Subgroup Aliases: (List if applicable. Codes are not assigned to aliases, but aliases should be entered into the Miscellaneous Field of the Group Reference Capability record.)

_____ _____

COMMENTS:_____

_____

_____

GROUP REFERENCE CAPABILITY (GRC) – CRITERIA FOR ENTRY

1. GRC – GANG DEFINITION

For purposes of entry in the GRC, a **gang** must meet the following criteria:

1. The group must be an ongoing organization, association, or group of three or more persons.
2. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal or delinquent conduct.

   CRIMINAL or DELINQUENT CONDUCT includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary, and/or carjacking.

   Delinquent Conduct includes conduct of a juvenile that would be a crime if committed by an adult.

   Criminal Conduct includes acts committed during incarceration that are often labeled disruptive and that could be punished as crimes.

Note: Tagger groups, for example, whose only interest and/or activity is spray painting do not meet the Gang entry criteria; therefore, this type of information should not be submitted.

Message Use

The "EGG." message is utilized to enter data into the NCIC and VCIN Group Reference Capability (GRC) File describing a qualifying gang.

Format: 463

MESSAGE FIELD CODES FOR GRC ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
POINT OF CONTACT	MANDATORY	POC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING TATTOOS	OPTIONAL	TTO	3-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING DRESS	OPTIONAL	DRS	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING HAND SIGNALS	OPTIONAL	HND	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING GRAFFITI	OPTIONAL	GTI	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

EXAMPLE OF A GRC ENTRY

EGG.VAVSP01T1.TEST GANG*SWVA.NONE KNOWN.SGT ABNER DOUBLEDAY GANG UNIT 804-674-2200.TAT L CHK DAGGER OR TEARDROPS.BLUE BANDANNA.CIRCLE THUMB RING FNGR.BK 50S.TEST RECOERD**TEST RECORD**

0119 00014 0815 HFS
VCIN REPLY
VAVSP01T1

**** RECORD ENTERED ****

MKE/CRIMINAL GANG
ORI/VAVSP01T1
GNG/TEST GANG*SWVA
SGP/NONE KNOWN
POC/SGT ABNER DOUBLEDAY GANG UNIT 804-674-2200
TTO/TAT L CHK DAGGER OR TEARDROPS
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST RECOERD**TEST RECORD**
VIC/400013189
DTE/20060119
******* END OF RECORD *******

MRI 14 IN: HFS 5 AT 19JAN2006 08:15 OUT: HOWL 5 AT 19JAN2006 08:15

0119 00016 0815 HFS
NCIC REPLY

VAVSP01T1

MKE/EGG
GNG/TEST GANG*SWVA SGP/N0NE KN0WN
CONTACT AGENCIES:
VAVSP01T1 SGT ABNER D0UBLEDAY GANG UNIT 804-674-2200
DATE FIRST ENTRY/20060119 0815 EST
TTO/TAT L CHK DAGGER 0R TEARDR0PS
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST REC0ERD**TEST REC0RD**
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION
NIC/Z016000563

MRI 16 IN: HFS 6 AT 19JAN2006 08:15 OUT: HOWL 6 AT 19JAN2006 08:15

Subsequent entries for this record by a different agency should follow the following format:

EGG.VAVSP02T1.TEST GANG*SWVA.NONE KNOWN.SGT JAMES SINGLEDAY GANG UNIT 804-674-2200

0119 00019 0817 HFS
VCIN REPLY
VAVSP02T1

**** RECORD ENTERED ****

MKE/CRIMINAL GANG
ORI/VAVSP02T1
GNG/TEST GANG*SWVA
SGP/NONE KNOWN
POC/SGT JAMES SINGLEDAY GANG UNIT 804-674-2200
VIC/400013190
DTE/20060119
******* END OF RECORD *******

MRI 19 IN: HFS 8 AT 19JAN2006 08:17 OUT: HOWL 7 AT 19JAN2006 08:17

0119 00021 0817 HFS
NCIC REPLY

VAVSP02T1

MKE/EGG
GNG/TEST GANG*SWVA SGP/N0NE KN0WN
CONTACT AGENCIES:
VAVSP01T1 SGT ABNER D0UBLEDAY GANG UNIT 804-674-2200
VAVSP02T1 SGT JAMES SINGLEDAY GANG UNIT 804-674-2200
DATE FIRST ENTRY/20060119 0815 EST
TTO/TAT L CHK DAGGER 0R TEARDR0PS
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST REC0ERD**TEST REC0RD**
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION
NIC/Z016000563

MRI 21 IN: HFS 9 AT 19JAN2006 08:17 OUT: HOWL 8 AT 19JAN2006 08:17

This acknowledgment message would be the same even if the entry example above (by VAVSP02T1) included TTO, DRS, HND, GTI, and/or MIS Fields information. In that case, those fields would be ignored, leaving only the ORI and POC Fields appended to the record.

ADDITIONAL GUIDELINES FOR GRC ENTR**Y**

Most fields entered in a GRC record are descriptive and, therefore, are free text.

GNG - The group name for a group reference has to be a valid NCIC -assigned Criminal Gang group code. The last five characters of the field start with an asterisk followed by two characters representing the city followed by two characters representing the state.

SGP - The subgroup name for a group reference has to be a valid NCIC assigned Criminal Gang subgroup code. If there is no subgroup name, NONE KNOWN must be used.

Message Use

The "MGG." message is utilized to modify data into the NCIC and VCIN Group Reference Capability (GRC) File describing a qualifying gang.

Format: 464

MESSAGE FIELD CODES FOR GRC MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

IDENTIFICATION OF A GRC RECORD TO BE MODIFIED

The record to be modified must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC.

MODIFICATION OF A GRC RECORD

Modification of a GRC record, other than ORI/POC data, can only be done by the primary ORI. Records to be modified must include the GNG and SGP as they appear in the original record.

Any agency with pertinent information concerning the TTO, DRS, HND, GTI, or MIS Fields should contact the primary ORI/POC to request a modification of the GRC record information when appropriate.

Any ORI can modify its own ORI/POC data fields of a GRC record.

EXAMPLE OF A GRC MODIFICATION

MGG.VAVSP01T1.GNG/TEST GANG*SWVA.SGP/NONE KNOWN.TTO/TAT R CHK DAGGER

0119 00024 0819 HFS
VCIN REPLY
VAVSP01T1

GNG/TEST GANG*SWVA.SGP/NONE KNOWN.TTO/TAT R CHK DAGGER

********** RECORD MODIFIED **********

MKE/CRIMINAL GANG
ORI/VAVSP01T1
GNG/TEST GANG*SWVA
SGP/NONE KNOWN
POC/SGT ABNER DOUBLEDAY GANG UNIT 804-674-2200
TTO/TAT R CHK DAGGER
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST RECOERD**TEST RECORD**
VIC/400013189
NIC/Z016000563
DTE/20060119
**** END OF RECORD ****

MRI 24 IN: HFS 11 AT 19JAN2006 08:19 OUT: HOWL 9 AT 19JAN2006 08:19

0119 00026 0820 HFS
NCIC REPLY

VAVSP01T1

MODIFY GNG/TEST GANG*SWVA SGP/N0NE KN0WN

MRI 26 IN: HFS 12 AT 19JAN2006 08:19 OUT: HOWL 10 AT 19JAN2006 08:20

If any agency other than the primary ORI attempts to modify any field other than that agency's own POC information, the transaction will be rejected as follows:

0119 00091 1248 HFS
VCIN REPLY
VAVSP02T1

GNG/TEST GANG*SWVA.SGP/NONE KNOWN.TTO/TAT R CHK DAGGER

VCIN - CANNOT MODIFY RECORD OF OTHER ORI

MRI 91 IN: HFS 42 AT 19JAN2006 12:48 OUT: HOWL 32 AT 19JAN2006 12:48

GRC CANCELLATION

Message Use

The "XGG." message is utilized to cancel data into the NCIC and VCIN Group Reference Capability (GRC) File describing a qualifying gang.

Format: 465

MESSAGE FIELD CODES FOR GRC CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

IDENTIFICATION OF A GRC RECORD TO BE CANCELED

The record to be canceled must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC.

WHEN TO USE A CANCELLATION MESSAGE

When an originating agency no longer has an interest in a GCR record or the record (interest) has been entered in error, the originating agency may cancel the record.

If the “oldest” agency (primary ORI) cancels the record, that agency’s ORI and POC are removed. If there are no other agencies associated to the record, the entire record is canceled. If there are other agencies associated to the record, ownership of the GRC record is transferred to the next “oldest” agency which then becomes the **primary ORI**. Cancellation by any agency other than the primary ORI simply removes that agency’s ORI and POC from the record.

EXAMPLE OF A GRC CANCELLATION

XGG.VAVSP01T1.GNG/TEST GANG*SWVA.SGP/NONE KNOWN.20060119

0119 00035 0830 HFS
VCIN REPLY
VAVSP01T1

******* RECORD SENT TO NCIC TO BE CANCELED *******

VIC/400013189
NIC/Z016000563
GNG/TEST GANG*SWVA
SGP/NONE KNOWN
**** VCIN RECORD CANCELED ****

MRI 35 IN: HFS 15 AT 19JAN2006 08:30 OUT: HOWL 12 AT 19JAN2006 08:30

0119 00037 0833 HFS
NCIC REPLY

VAVSP01T1

CANCEL GNG/TEST GANG*SWVA SGP/N0NE KN0WN

MRI 37 IN: HFS 16 AT 19JAN2006 08:30 OUT: HOWL 13 AT 19JAN2006 08:33

The following message is sent to the new primary ORI and all other interested agencies from NCIC :

0119 00055 0840
$G.VAVSP02T1
$.G.
VAVSP02T1
AGENCY VAVSP01T1 HAS REMOVED ITS INTEREST IN
GNG/TEST GANG*SWVA SGP/N0NE KN0WN NIC/Z071000983
ORI VAVSP02T1 IS NOW PRIMARY ORI FOR PURPOSES OF MODIFICATION
AND SUPPLEMENTATION.

Message Use

The "QGG." message is utilized to query data into the NCIC and VCIN Group Reference Capability (GRC) File describing a qualifying gang.

Format: 466

MESSAGE FIELD CODES FOR GRC INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	CONDITIONAL	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	CONDITIONAL	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

REQUIREMENTS FOR GRC INQUIRY

The QGG inquiry is directed to the gang reference data file only. Inquiries may be made using GNG only, SGP only, or GNG and SGP. When inquiring using GNG and/or SGP,NCIC will return records based on exact character match. However, if the city and state designator code is not specified in the GNG and/or SGP Field, NCIC will only match characters up to the asterisk.

For example:

If the QGG contained GNG/BLOODS*LRAR only records with GNG/BLOODS*LRAR would be returned.

If the QGG contained GNG/BLOODS,NCIC would return any records containing BLOODS, e.g., GNG/BLOODS*LRAR, GNG/BLOODS*OCFL, GNG/BLOODS*MIFL, etc.

Caution should be used in conducting a QGG transaction based solely on a GNG or SGP. In the examples, because only the GNG is specified, all records with a matching gang regardless of the SGP would be returned which could cause a large number of records to be returned.

Use of the SGP NONE KNOWN is prohibited and will result in the following reject message:

REJECT - SGP/NONE KNOWN - TOO GENERIC FOR SEARCH

EXAMPLE OF A GRC INQUIRY

Inquiry**:**

QGG.VAVSP00H1.GNG/TEST GANG*SWVA

0119 00044 0835 HFS
VCIN REPLY
VAVSP00H1

MKE/CRIMINAL GANG
GNG/TEST GANG*SWVA
SGP/NONE KNOWN
POC/VAVSP01T1 SGT ABNER DOUBLEDAY GANG UNIT 804-674-2200
POC/VAVSP02T1 SGT JAMES SINGLEDAY GANG UNIT 804-674-2200
TTO/TAT R CHK DAGGER
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST RECOERD**TEST RECORD**
VIC/400013189
NIC/Z016000563
DTE/20060119
******* CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG *******

MRI 44 IN: HFS 20 AT 19JAN2006 08:35 OUT: HOWL 16 AT 19JAN2006 08:35

0119 00045 0836
 NCIC REPLY

VAVSP00H1
MKE/CRIMINAL GANG
GNG/TEST GANG*SWVA SGP/N0NE KN0WN
CONTACT AGENCIES:
VAVSP01T1 SGT ABNER D0UBLEDAY GANG UNIT 804-674-2200
VAVSP02T1 SGT JAMES SINGLEDAY GANG UNIT 804-674-2200
DATE FIRST ENTRY/20060119 0815 EST
TTO/TAT R CHK DAGGER
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST REC0ERD**TEST REC0RD**
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG

MRI 45 IN: NC2S 9 AT 19JAN2006 08:35 OUT: HOWL 17 AT 19JAN2006 08:36

QGG.VA1230000.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC

Negative Response:

0119 00096 1322 HFS
VCIN REPLY
VA1230000

GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC

****NO VCIN GANG FILE RECORD FOUND****

MRI 96 IN: HFS 44 AT 19JAN2006 13:22 OUT: HOWL 33 AT 19JAN2006 13:22

0119 00121 1356
NCIC REPLY

VA1230000
NO NCIC GANG FILE RECORD GNG/CRIPS*WADC.SGP/R0LLING 50S*

MRI 121 IN: NC2S 25 AT 19JAN2006 13:56 OUT: HOWL 44 AT 19JAN2006 13:56

GRC LOCATE

There are no locate procedures for the Violent Gang File.

GRC CLEAR

There are no clear procedures for the Violent Gang File.

GRC SUPPLEMENTAL RECORD

Message Use

The "EGGN." message is utilized to enter Supplemental data into the NCIC and VCIN Group Reference Capability (GRC) File describing a qualifying gang.

Format: 467

MESSAGE FIELD CODES FOR GRC SUPPLEMENTAL ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING TATTOOS	OPTIONAL	TTO	3-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING DRESS	OPTIONAL	DRS	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING HAND SIGNALS	OPTIONAL	HND	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING GRAFFITI	OPTIONAL	GTI	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN*		

*IMN/<IMN>.<IMT>

ENTRY OF A GRC SUPPLEMENTAL RECORD

Supplemental record entry can be accomplished only by the primary ORI. Any subsequent agency with an interest should contact the primary ORI to request supplemental information when appropriate.

Multiple entries in the TTO, DRS, HND, and GTI Fields, up to nine, are allowed via the EGGN transaction provided information exists in the corresponding record field of the base record.

EXAMPLE OF A GRC SUPPLEMENTAL ENTRY

EGGN.VAVSP01T1.GNG/TEST GANG*SWVA.SGP/NONE KNOWN.DRS/BLACK CHISOX CAP.BRITISH KNIGHTS SNEAKERS

0119 00054 0854 HFS
VCIN REPLY
VAVSP01T1

GNG/TEST GANG*SWVA.SGP/NONE KNOWN.DRS/BLACK CHISOX CAP.BRITISH KNIGHTS SNEAKERS

MKE/CRIMINAL GANG
ORI/VAVSP01T1
GNG/TEST GANG*SWVA
SGP/NONE KNOWN
POC/SGT ABNER DOUBLEDAY GANG UNIT 804-674-2200
TTO/TAT R CHK DAGGER
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST RECOERD**TEST RECORD**
VIC/400013189
NIC/Z016000563
DTE/20060119

MRI 54 IN: HFS 25 AT 19JAN2006 08:54 OUT: HOWL 20 AT 19JAN2006 08:54

0119 00056 0854 HFS
NCIC REPLY

VAVSP01T1

SUPP GNG/TEST GANG*SWVA SGP/N0NE KN0WN

MRI 56 IN: HFS 26 AT 19JAN2006 08:54 OUT: HOWL 21 AT 19JAN2006 08:54

IDENTIFICATION OF A GRC RECORD FOR SUPPLEMENTAL ENTRY

The GRC base record must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC.

NUMBER OF ADDITIONAL IDENTIFIERS IN GRC SUPPLEMENTAL ENTRY

Field	**Field Code**	**Maximum Number Permitted**
Identifying Tattoos	TTO	9
Identifying Dress	DRS	9
Identifying Hand Signals	HND	9
Identifying Graffiti	GTI	9

MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GRC SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of any allowable type may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered.

ADDITIONAL GUIDELINES FOR GRC SUPPLEMENTAL ENTRY

After the record has been identified, each field included in a supplemental record entry must be identified by the appropriate field code followed by a slash and the items(s) of data. The data elements must be separated by a period and each field must end with a period. For example:

DRS/BLUE BASEBALL CAP.REDBALL JET SHOES.BLACK ZORRO CAPE.

The field in the base record must be filled before any supplemental entry for the same field will be accepted. For example, any attempt to enter identifying tattoos in a supplemental record will be rejected as an error if the base record does not contain TTO.

MODIFICATION OF GRC SUPPLEMENTAL DATA

To modify a field in a supplemental record, the incorrect field must be canceled and reentered.

CANCEL GROUP MEMBER SUPPLEMENTAL DATA

The "XGGN." message is utilized to cancel Supplemental data into the NCIC and VCIN Group Reference Capability (GRC) File describing a qualifying gang.

Format: 468

MESSAGE FIELD CODES FOR GRC SUPPLEMENTAL ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CALCELLATION	MANDATORY	DOC	8-8	NUMERIC

MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GRC SUPPLEMENTAL DATA CANCELLATION

A maximum of nine additional identifiers of any allowable type may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. The image set (IMN and IMT) is counted as one identifier.

ADDITIONAL GUIDELINE FOR GRC SUPPLEMENTAL DATA CANCELLATION

In addition to the TTO, DRS, HND, and GTI Fields, the IMN and IMT Fields may be included in an NCIC/VCIN formatted transaction. **(The IMN and IMT fields will not be available until Virginia completes this part of the system capabilities)**

For example:

XGGN.VAVSP01T1.GNG/TEST RECORD*SWVA.SGP/NONE KNOWN.
IMN/I1234256343.I.IMN/I2324242424.I.IMN/I132335434.I

The images (up to 10 identifying images) would have been entered through the EIM transaction. Additional information concerning images can be found in the Image File chapter of the NCIC Operating Manual.

EXAMPLE OF A GRC SUPPLEMENTAL DATA CANCELLATION FORMAT

XGGN.VAVSP01T1.GNG/TEST GANG*SWVA.SGP/NONE KNOWN.DRS/BRITISH KNIGHTS SNEAKERS

0119 00059 0855 HFS
VCIN REPLY
VAVSP01T1

GNG/TEST GANG*SWVA.SGP/NONE KNOWN.DRS/BRITISH KNIGHTS SNEAKERS

********* SUPPLEMENTAL RECORDS CANCELED **********

MKE/CRIMINAL GANG
ORI/VAVSP01T1
GNG/TEST GANG*SWVA
SGP/NONE KNOWN
POC/SGT ABNER DOUBLEDAY GANG UNIT 804-674-2200
TTO/TAT R CHK DAGGER
DRS/BLUE BANDANNA
HND/CIRCLE THUMB RING FNGR
GTI/BK 50S
MIS/TEST RECOERD**TEST RECORD**
VIC/400013189
NIC/Z016000563
DTE/20060119
**** END OF RECORD ****

MRI 59 IN: HFS 28 AT 19JAN2006 08:55 OUT: HOWL 22 AT 19JAN2006 08:55

0119 00061 0855 HFS
NCIC REPLY

VAVSP01T1

CANCEL SUPP GNG/TEST GANG*SWVA SGP/N0NE KN0WN
DRS/BRITISH KNIGHTS SNEAKERS

MRI 61 IN: HFS 29 AT 19JAN2006 08:55 OUT: HOWL 23 AT 19JAN2006 08:55

GROUP MEMBER CAPABILITY (GMC)

BACKGROUND

1. The GMC enables on-line entry and retrieval of information about qualifying gang members using name and/or numeric identifiers or vehicle information.

2. The GMC has two major functions: protecting the street officer and promoting the exchange of information about specific gangsters.

   a.. The first function is accomplished by the automatic cross-search of the VGF with all QW,QWA, QWE, QWF, QWS, and QV (and ZW/ZV) inquiries, resulting in early notification and warning that a subject encountered by an officer may be a potentially violent gang member.

   b. The second function is accomplished by reference to the ORI and Originating Agency Case Number (OCA) of the record-entering agency allowing further, more extensive contact between the agencies. This feature is augmented by use of the GRC (Group Reference Capability) to obtain more information about the particular Gang and subgroup listed in the GMC record.

3. Entry of a gang member in the Group Member Capability is predicated on the entry or preexistence of a GRC record for the group to which that member belongs.

4. Unlike a GRC record, in which multiple agencies can express interest in a single record, GMC records are individually entered by each agency. This enables each agency to place any identifying information, which may differ among agencies, in its own record. Under this system, multiple records on one record subject may be returned to an inquiring agency.

5. Like all NCIC/VCIN records, probable cause to search or seize is not established by the GMC record standing alone. In any case, arrest of a GMC record subject would not be appropriate based on only his/her group affiliation. **A caveat appears with every GMC record warning against search or seizure established solely on the record.** This does not mean that a GMC record has no relevance to either reasonable suspicion to investigatory detain a record subject (and perform an accompanying frisk pursuant to such a detention), to arrest a record subject based on probable cause, or to search premises or vehicles based on probable cause.

CRITERIA FOR GMC ENTRY

1. The criteria identified to support entry should be documented for purposes of validation and audit. Additionally, each GMC record **must** include a notation in the Criteria for Entry (ECR) Field. The following criteria must exist with respect to any individual, whether a gang organization member, to be entered in the GMC,:

    a. Must be a member of a gang or terrorist organization and subgroup thereof which meets the criteria for and is entered in the GRC; and

    b. Has admitted membership in that gang (and subgroup) at the time of his/her arrest or incarceration; or

    c. Meets any two of the following:

        1) Has been identified by an individual of proven reliability as a group member;

        2) Has been identified by an individual of unknown reliability as a group member and that information has been corroborated in significant respects;

        3) Has been observed by members of the entering agency to frequent a known group's area, associate with known group members and/or affect that group's style of dress, tattoos, hand signals, or symbols;

        4) Has been arrested on more than one occasion with known group members for offenses consistent with group activity;

        5) Has admitted membership in the identified group at any time other than arrest or incarceration.

2. As stated previously, the first and overriding criterion for entry of a GMC record is that the GNG (group) and SGP (subgroup) must match a gang already entered in the GRC. A GRC record must specifically be either a Gang (EGG). The GMC record must follow this existing designation. For example, for the group GNG/CRIPS and subgroup SGP/ROARING 50S entered in the GRC as a Gang by the EGG message key, any individual entered in the GMC with that identical GNG and SGP must be entered as a Gang Member (EGM)

3. It is **not** necessary that an agency wishing to enter a GMC record enter or already have on file a GRC record corresponding to the group/subgroup to be entered in the GMC record. It is only necessary that some agency enter such record on file in the GRC. At any time such GRC record is fully canceled, all corresponding GMC records with that group/subgroup will be purged.

4. There is also no requirement that three or more GMC records for a group/subgroup exist to predicate either GRC or GMC records. GRC criteria require only that the group/subgroup identified be of that size. An agency may wish to express interest and/or caution only as to a single member of that group/subgroup and not enter records as to all members of that group/subgroup.

5. It is expected that record recipients will treat every VGF record subject with appropriate caution. As to both members of criminal gangs, entry is based on violent conduct by that identified group. To assist law enforcement officers in being adequately prepared, the term **CAUTION**, the functional equivalent of **ARMED AND DANGEROUS**, is printed at the beginning of all GMC records. Any other cautionary information not related to the potential for violence should be placed in the CMC Field.

MESSAGE KEY (MKE) CODES FOR A GMC RECORD

Message	**MKE**	**Translation**
Entry-Violent Gang Member-Caution	EGM	CRIMINAL GANG MEMBER-CAUTION
Modify	MGM	
Cancel	XGM	
Inquiry	QGM QW ZW QV ZV	
Supplemental entry	EGMN	
Supplemental cancel	XGMN	

RETENTION PERIOD FOR GMC RECORDS

1. A GMC record will remain active until it is canceled by the entering agency or until the Date of Purge (DOP) is equal to the current date. Gang File records with the DOP Field containing NONEXP are retained as active records until they are canceled by the entering agency. When the DOP is reached, a $.P. administrative message will be sent to the originating agency. The maximum retention period for a GMC record with MKE/EGM not containing DOP/NONEXP is five years unless entered by a corrections agency. In such case, the five-year maximum runs from the date that the DOP Field is altered to show release of the record subject from incarceration.

2. A GMC record with a GNG of UNLISTED GROUP will be retired 96 hours after entry. The originating agency will not be notified.

3. Other exceptions to the record retention periods will occur in the event a serious error is detected in the record. Additional information on serious errors can be found in the File Transaction of this manual and the Introduction chapter of the NCIC Operating Manual.

AUTOMATIC GMC RETIREMENT

1. GMC records are retired when a GRC record is fully canceled. The originating agency is notified via a $.P. administrative message during the next purge cycle.

2. It is noted that multiple agencies may have GMC records for a gang/subgroup based on a single-interest GRC record for that gang/subgroup. Because all agencies' GMC records would be retired on cancellation of the GRC records, an agency wishing to **reenter** its GMC records would be required to enter a GRC record for that gang/subgroup first. If an agency doesn't want its GMC records retired in the event a GRC is canceled, it should enter an interest for that GRC record. This ensures the GRC record is not completely canceled.

3. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a GMC record or supplemental record for the year of entry plus four years provided the license information has expired. If the expired license plate is the only searchable identifier in the GMC record, then the entire record will be retired and the original agency will not be notified.

4. A nonexpiring license plate (LIY/NX) contained in a GMC record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record. Users are **not** furnished a listing of records from which expired license data are retired.

GMC VALIDATION

A portion of the GMC records will be validated monthly as described in the Validation section of the Introduction chapter. For NCIC validation, each GMC record that has not been validated within the last 90 days and has a Date of Validate Request older than 30 days will be automatically retired. A $.F. Failure to Validate Notification will be sent to the entering agency and the CTA in the state of entry.

If the ORI determines that the designation was inaccurate or that the record subject is no longer an active member of the gang/subgroup, the record should not be validated and should be canceled.

GMC MESSAGE FIELD CODES AND EDIT

Code	Field	Edits
CMC	Caution and Medical Conditions	Must be a valid code listed in Personal Descriptors, NCIC Code Manual.
DLO	DNA Location	A free text field containing alphabetics, numerics, and special characters explaining the location of the DNA sample, contact information, ORI, type of DNA sample available, and the CODIS number. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain information regarding the location of the DNA sample, contact information, ORI, type of DNA sample available, and the CODIS number.
DOB	Date of Birth	Must be a valid Gregorian date if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information in Personal Descriptors, NCIC Code Manual.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	Must be blank.
DOP	Date of Purge	Must contain a valid Gregorian Date, (YYYYMMDD), YYYYYYYY, XXXXXXXX or NONEXP. If a valid Gregorian date it must be greater than the current date but no greater than 5 years. If the DOP is equal to YYYYYYYY or XXXXXXXX, the last character of the ORI must be C. If date is not entered, NCIC will set the DOP to the current date plus five years.
ECR	Criteria for Entry	The ECR Field must have one of the following designations: A, AB, AC, AD, AE, BC, BD, BE, BF, CD, CE, CF, DE, DF, EF, AG, BG, CG, DG, EG, FG, G, AH, BH, CH, DH, EH, FH, GH, or H..
ETN	Ethnicity	Must be a valid NCIC assigned code as listed in Personal Descriptors, NCIC Code Manual.

Code	Field	Edits
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC Code Manual.
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C; D, or E and the check digit will be zero to nine. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, NCIC Code Manual.
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC Code Manual. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
GNG	Group Name	Must be the GNG of an active GRC record.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC Code Manual.
HGT	Height	The first character represents feet and the second and third represents inches. Must be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, NCIC Code Manual.
IMN	Image NCIC Number	A self-checking number which is automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File Chapter.
LIC	License Plate Number	Must not be characters UNK, UNKN, or UNKNOWN. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters (eight for NCIC), only the last 10 characters (eight for NCIC) should be entered in the LIC with the full plate number shown in the MIS Field.

Code	Field	Edits
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, NCIC Code Manual.
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, NCIC Code Manual.
LIY	License Plate Date of Expiration	Must Be a valid four character year (YYYY) or the alphabetics NX to represent a nonexpiring registration
MIS	Miscellaneous	Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces. The comma must follow the last name and there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions can be found in Personal Descriptors, NCIC Code Manual.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (T for a Terrorist/Gang Member record) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be blank in NCIC-formatted messages. For NCIC formatted messages, it must be Y or N. NCIC will default to N if blank.
OCA	Originating Agency Case Number	May contain alphabetics, numerics, and the hyphen. Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field.

Code	Field	Edits
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information in Personal Descriptors, NCIC Code Manual.
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, NCIC Code Manual. Also, more information in Personal Descriptors, NCIC Code Manual.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring, or the code UNKN for Unknown. More information in Personal Descriptors, NCIC Code Manual.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Codes, NCIC Code Manual. Also, more information in Personal Descriptors, NCIC Code Manual.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC Code Manual.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC Code Manual.
SGP	Subgroup	Must be the SGP name of an active GRC record.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC Code Manual.
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, NCIC Code Manual.
VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicular Data Codes, NCIC Code Manual. If two color codes are used, they must be separated by a slash (/).
VIC	VIC	Number assigned by the VCIN system to each record accepted by the VCIN system.

Code	Field	Edits
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If a state assigned or nonconforming 17-character VIN, SVIN must be entered as the first characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	For NCIC messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blank. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid code listed in Vehicular Data Codes, NCIC Code Manual. If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.

Code	Field	Edits
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the NCIC Code Manual, Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the NCIC Code Manual, Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field (NCIC format).
	VMO	Vehicle Model Spaces cannot be skipped. Hyphens or symbols must be used. More information in Vehicular Data Codes, NCIC Code Manual. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the NCIC Code Manual, Vehicular Data Codes, the VMO must be SKT, SKW, TOY, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, NCIC Code Manual.

Code	Field	Edits
VYR	Vehicle Year	Must represent the model year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries of model year 1981 or later and when the VIN is 17 characters, the tenth position represents the vehicle year.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, NCIC Code Manual.

CRITERIA FOR REJECTING DUPLICATE GMC RECORDS

1. If the following fields of an NCIC/VCIN GMC message are the same as those field codes of a GMC record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; MNU and ORI; SOC and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

2. Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted.

3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than GMC, e.g., Wanted Person, Protection Order Files, etc. A duplicate record will also be accepted if there are vehicle data in the GMC message that matches data in the vehicle file. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

Message Use

The "EGM." message is utilized to enter data into the NCIC and VCIN Group Member Capability (GMC) File describing a qualifying gang members.

Format: 469

MESSAGE FIELD CODES FOR GMC ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED INNCIC CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED INNCIC CODE MANUAL
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	**MANDATORY BLANK**	DOE	8-8	NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN NCIC CODE MANUAL

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
GANG NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CRITERIA FOR ENTRY	MANDATORY	ECR	1-2	ALPHABETIC
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8	ALPHABETIC, NUMERIC, ALPHABETIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED INNCIC CODE MANUAL

VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN NCIC CODE MANUAL ALPHABETIC, NUMERIC, SPECIAL CHARACTERS (4-24)
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN NCIC CODE MANUAL
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	ODE AS DEFINED IN NCIC CODE MANUAL
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL

Requirements Listed as Conditional or Optional Set

1. When entering a gang organization member you must have at least one numeric identifier, DOB, FBI NBR, MIS NBR, SOC, OLN (when OLN is used it must include OLS and OLY), LIC (with LIS, LIY, LIT), or VIN (With VYR, VMA, VMO, and VST).

2. When either of the fields “LIC,” “LIS,” “LIY,” or “LIT” are used, all four fields must be used.

3. When either of the fields “LKI” or “LKA” is used, both must be used as a set.

4. When either of the fields “DNA” or “DLO” is used both must be used as a set.

5. The entry of invalid and/or nonissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

   ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.

EXAMPLE OF A GMC ENTRY

EGM.VAVSP01T1.STRINGBEAN,LEROY B.M.W..PA.19480916..509.165.BRO.BRO..FAR.SC L
HND...222222222.T111111111.VA.2006.TEST GANG*SWVA.NONE KNOWN.A.20100719.TEST-1.
--- TEST RECORD ---..FPX302.VA.2006.PC.123456789TEST.1970.PONT.CAT.2D.WHI/GRN

0119 00064 0857 HFS
VCIN REPLY
VAVSP01T1

**** RECORD ENTERED ****

ACCEPT

ORI/VAVSP01T1
NAM/STRINGBEAN,LEROY B
VIC/500013192
OCA/TEST-1

MRI 64 IN: HFS 31 AT 19JAN2006 08:57 OUT: HOWL 24 AT 19JAN2006 08:57

0119 00067 0858 HFS
NCIC REPLY

VAVSP01T1

NAM/STRINGBEAN,LER0Y B NIC/T073041394
OCA/TEST-1

MRI 64 IN: HFS 31 AT 19JAN2006 08:57 OUT: HOWL 24 AT 19JAN2006 08:57

ADDITIONAL GUIDELINES FOR GMC ENTRY

1. The entering agency (ORI) must account for all fields in the GMC record format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MGM). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a GMC record are indexed on the table of contents of this section of the manual.

2. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.

3. All numerical identifiers except the ORI and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field.

4. A GMC record entered with GNG/UNLISTED GROUP* will only be retained for 96 hours regardless of what the DOP is set to.

5. Information may be entered in a Group Member record about vehicles subject to the following criteria: the vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.

   This code is to be used for emergency entries until such time as a code can be assigned by the NCIC staff. For SGP code UNLISTED SUBGROUP should be used.

6. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

7. DESCRIPTORS IN THE GMC RECORD ENTRY

   Entry instructions for name; sex; race; ethnicity, date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; and operator's license number can be found in Personal Descriptors, NCIC Code Manual. Codes for entering the place of birth can be found in State and Country Codes, NCIC Code Manual. Codes for entering license and vehicular data can be found in the Vehicular Data Codes, NCIC Code Manual.

7. ECR FIELD

The ECR Field is mandatory and must have one of the following designations: A, BC, BD, BE, BF, CD, CE, CF, DE, DF, EF, AG, BG, CG, DG, EG, FG, G, AH, BH, CH, DH, EH, FH, GH, or H.. The designations AB, AC, AD, AE, AF, AG, BG, CG, DG, EG, FG, AH, BH, CH, DH, EH, FH, and GH, can be used, but are optional because criteria A,G, and H may support entry on their own. The designators listed below are consistent with the criteria required for entry of a GMC record:

Code	Description
A.	Self-admitted group membership at time of arrest or incarceration.
B.	Identified as a group member by a reliable informant or individual.
C.	Corroborated identification as a group member by an informant or individual of unknown reliability.
D.	Frequents a documented group's area, associated with known group members, and/or affects group dress, hand signals, tattoos, or symbols.
E.	Has been arrested with known group members for offenses consistent with group activity.
F.	Self-admitted group membership (at any time other than arrest or incarceration).

8. DATE OF PURGE (DOP) FIELD

The following are valid entries in the DOP Field:

Field Entry	**Result**
DOP is blank.	NCIC generates DOP, current date plus 5 years.
DOP contains XXXXXXXX and ORI ends in C.	No purge date set.
DOP contains YYYYYYYY (must be an ORI that ends in C and a previous XXXXXXXX).	Purge date set 5 years from date of modification to YYYYYYYY.
DOP contains a date 5 years or less from date of entry.	Purge date set.
DOP contains NONEXP	Purge date is nonexpiring

Only an ORI ending in C, i.e., an agency involved in corrections, is permitted to enter XXXXXXXX on the date of incarceration. This entry will stop the running of the system-created automatic purge date. The ORI, on release of the record subject from incarceration, must modify (MGM) the record to either YYYYYYYY (which will cause the system to automatically set a five-year purge date), or to a date earlier than five years from the modification date. The DOP Field can be modified, except by ORIs ending in C, only to a date earlier than five years from the original entry date or to NONEXP for non-expiring records If using a date the DOP Field cannot be greater than five years from the date of entry or the date of modification, the DOP must be greater than the current date.

9. MISCELLANEOUS (MIS) DATA

   a. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EGMN), as this procedure increases the chances of a hit on the record

   b. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

   c. When an agency enters two or more GMC records for individuals who are known to be associating with each other, each existing GMC record entry should be cross-referenced to the other. This cross-referencing can be done by placing the name and NIC of each GMC record in the MIS Field of the other GMC record with an appropriate explanatory notation. An agency receiving one of the GMC records then will have the information needed to obtain other records.

10. NOTIFY ORIGINATING AGENCY (NOA)

    When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the GMC is known, Y should be entered into the NOA Field. Previously this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is blank, the field will default to N.

11. VEHICULAR DATA

    Information may be entered in a Group Member record about vehicles subject to the following criteria:

    a. The vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.

    b. Vehicle information about a single, particular vehicle may be entered in more than one GMC record by the same agency. Vehicle information which is part of a GMC record will be searched by any Vehicle File inquiry (QV, ZV, QW, or ZW), assuming that either LIC (and accompanying fields) or VIN is entered in the record.

c. Entry with Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), Vehicle Style (VST), and/or Vehicle Color (VCO), without either LIC or VIN is permitted. Though not searchable on-line without LIC or VIN, this information will be returned as part of a response to a QW, ZW, or QGM inquiry.

12. CAUTION AND MEDICAL CONDITIONS (CMC)

All GMC records are entered with a caution indicator. To provide details regarding the caution, the CMC Field must contain a valid caution or medical code. Section 8 of this chapter describes the process for entry of additional CMC codes as a supplemental record to a GMC record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous	55 = Alcoholic
05 = Violent Tendencies	60 = Allergies
10 = Martial Arts Expert	65 = Epilepsy
15 = Explosive Expertise	70 = Suicidal
20 = Known to Abuse Drugs	80 = Medication Required
25 = Escape Risk	85 = Hemophiliac
30 = Sexually Violent Predator - Contact ORI for Detailed Information	90 = Diabetic
40 = International Flight Risk	01 = Other
50 = Heart Condition	

Message Use

The "MGM." message is utilized to modify data into the NCIC and VCIN Group Member Capability (GMC) File describing a qualifying gang members.

Format: 470

MESSAGE FIELD CODES FOR GMC MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

IDENTIFICATION OF A GMC RECORD TO BE MODIFIED

The record to be modified must be identified by NAM, VIC, and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

MODIFICATION OF A GMC RECORD

Modification of a record is restricted to the agency that entered the record and is used to add, delete, or change data in the base record. Use of this message is mandatory by a C ORI on release of a record subject from incarceration if XXXXXXXX was originally entered in the DOP Field.

With respect to all data in the record except for name and vehicle-related information, deletion of data will cause the same data in the supplemental record to become part of the base record.

EXAMPLE OF A GMC MODIFICATION

MGM.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-1.SOC/.
SMT/TAT L HND

0119 00128 1410 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-1.SMT/TAT L HND.SOC/

**** RECORD MODIFIED ****

ORI/VAVSP01T1
MODIFY

NAM/STRINGBEAN,LEROY B
VIC/500013192
OCA/TEST-1
**** END OF RECORD ****

MRI 128 IN: HFS 58 AT 19JAN2006 14:10 OUT: HOWL 47 AT 19JAN2006 14:10

0119 00130 1410 HFS
NCIC REPLY

VAVSP01T1

MODIFY NAM/STRINGBEAN,LER0Y B OCA/TEST-1

MRI 130 IN: HFS 59 AT 19JAN2006 14:10 OUT: HOWL 48 AT 19JAN2006 14:10

ADDITIONAL GUIDELINES FOR GMC MODIFICATION

1. Any of which can be modified except for the MKE and ORI.

2. Modification to remove all vehicular data from a GMC record will follow the following procedure.

   When vehicle data in a GMC base record need to be removed prior to the removal of the record, a special MFC, LIC-VCO/, may be used to remove all vehicular data without identifying each individual field. The characters, (LIC-VCO/.), will instruct the NCIC computer to delete the fields, LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

   Example

   MGM.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-1.LIC-VCO/.

a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

3. Modification to remove part vehicular data from a GMC record will following procedure.

The special modification message explained above cannot be used to remove less than all of the vehicular data from a GMC base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth as shown in the following modify message.

Example

MGM.VAVSP01T1.NAM/STRINGBEAN,LEROY B. VIC/500013192.OCA/TEST-1.
LIC/.LIS/.LIY/.LIT/.

a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put an asterisk (*) in each field to be deleted. If you are deleting information that is entered as a set, (i.e. LIC, LIS, LIY, and LIT), enter a pound sign (#) in one of the fields you want to delete and it will delete the entire set.

Message Use

The "XGM." message is utilized to cancel data into the NCIC and VCIN Group Member Capability (GMC) File describing a qualifying gang members.

Format: 471

MESSAGE FIELD CODES FOR GMC CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC,SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

IDENTIFICATION OF A GMC RECORD TO BE CANCELED

The record to be canceled must be identified by NAM, VIC, and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Date of Cancellation (DOC) must follow the three record identifiers. DOC must be the current date or the current date minus one.

WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a GMC record is restricted to the ORI that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid.

EXAMPLE OF A GMC CANCELLATION

XGM.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-1.20060123

0123 00054 1558 HFS
VCIN REPLY
VAVSP01T1

**** RECORD CANCELED ****

ORI/VAVSP01T1
CANCEL

NAM/STRINGBEAN,LEROY B
VIC/500013192
OCA/TEST-1
**** END OF RECORD ****

MRI 54 IN: HFS 11 AT 23JAN2006 15:58 OUT: HOWL 15 AT 23JAN2006 15:58

0123 00056 1558 HFS
NCIC REPLY

VAVSP01T1

CANCEL NIC/T073041394 OCA/TEST-1

MRI 56 IN: HFS 12 AT 23JAN2006 15:58 OUT: HOWL 16 AT 23JAN2006 15:58

ADDITIONAL GUIDELINES FOR GMC CANCELLATION

1. All information about the record subject, including any supplemental information, is canceled when the XGM transaction is used.

2. With respect to the XGM transaction, as with the MGM (modify), EGNM (supplemental entry), and XGMN (supplemental cancel) transactions, no distinction is made for Gangs. That distinction is created by the entry MKE and remains unchanged unless cancellation occurs.

3. Benefits and effectiveness data are not collected for GMC records.

Message Use

The "QGM." message is utilized to query the NCIC and VCIN Group Member Capability (GMC) Files describing a qualifying gang or organization members.

Format 472

MESSAGE FIELD CODES FOR GMC INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN NCIC CODE MANUAL

ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

REQUIREMENTS FOR GMC INQUIRY

The format for inquiry is intended to be similar to existing Wanted Person/Vehicle File formats.

On-line queries to the GMC are possible through automatic cross-search as part of the QW/QV/ZW/ZV transaction or use of the VGF-only QGM transaction. In either case, the query must include NAM and one of the following numeric identifiers:

1. DOB (date of birth)
2. SOC (Social Security number)
3. MNU (miscellaneous identifying number)
4. OLN (operator's license number)
5. VIN (vehicle identification number)
6. LIC (license plate number)
7. OCA (originating agency case number)
8. FBI (FBI number)

In addition, an inquiry without NAM using LIC, VIN, and/or NIC is permitted.

EXAMPLE A OF GMC INQUIRY

The message key QGM is used for VGF GMC File inquiries. It will restrict the search to only the GMC records.

QGM.VAVSP00H1.NAM/STRINGBEAN,LEROY.SEX/M.RAC/W.DOB/19480916

0111 74606 0941 HFS
VCIN REPLY
VAVSP00H1

NOTICE/WARNING - STANDING ALONE, NCIC VIOLENT GANG AND TERRORIST ORGANIZATIONS FILE INFORMATION DOES NOT FURNISH GROUND FOR THE SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING

NAM/STRINGBEAN,LEROY B
SEX/M RAC/W
POB/PA DOB/19480916
HGT/509 WGT/165 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L HND
MNU/OA-VA1047823H
OLN/T111111111 OLS/VA OLY/2006
GNG/TEST GANG*SWVA SGP/NONE KNOWN
ECR/A DOP/20100719
MIS/--- TEST REC0RD ---
LIC/FPX302 LIS/VA LIY/2006 LIT/PC
VIN/123456789TEST VYR/1970
VMA/PONT VMO/CAT VST/2D VCO/WHI/GRN
VIC/500083902 OCA/TEST-1 NIC/T980323573
* CONFIRM WITH ORI/VAVSP00H1 VIRGINIA STATE POLICE - HEADQUARTERS

MRI 203258 IN: HFS 36332 AT 11JAN2010 10:35 OUT: HOWL 30 AT 11JAN2010 10:39

0111 03261 1041
NCIC REPLY

VAVSP00H1
MKE/CRIMINAL GANG MEMBER - CAUTION
ORI/VAVSP00H1 NAM/STRINGBEAN,LER0Y B SEX/M RAC/W POB/PA DOB/19480916
HGT/509 WGT/165 EYE/BR0 HAI/BR0 SKN/FAR
SMT/SC L HND
SOC/222222222
OLN/T111111111 OLS/VA OLY/2016
GNG/TEST GANG*SWVA SGP/N0NE KN0WN
ECR/A DOP/20140914 OCA/TEST-1
NOA/N
MIS/--- TEST REC0RD ---
LIC/FPX302 LIS/VA LIY/2012 LIT/PC
VIN/123456789TEST VYR/1970
VMA/P0NT VMO/CAT VST/2D VCO/WHI/GRN
DNA/N
ORI IS SP ADM HDQ RICHMOND 804 674-2028

QGM.VAVSP00H1.NAM/SMITH, JAMES.SEX/M.RAC/W.DOB/19480916

0111 12865 1054 HFS
VCIN REPLY
VAVSP00H1

RTYPE/NOHIT
NAM/SMITH, JAMES.SEX/M.RAC/W.DOB/19480916

**** NO VCIN GANG MEMBER FILE RECORD FOUND FOR INQUIRY ABOVE ****

MRI 212865 IN: HFS 38341 AT 11JAN2010 10:54 OUT: HOWL 32 AT 11JAN2010 10:54

0111 12867 1056
NCIC REPLY

VAVSP00H1
NO NCIC RECORD NAM/SMITH, JAMES D0B/19480916 RAC/W SEX/M

MRI 212867 IN: NC2S 51765 AT 11JAN2010 10:54 OUT: HOWL 33 AT 11JAN2010 10:56

ADDITIONAL GUIDELINES FOR GMC INQUIRY

1. When the inquiry contains NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

2. Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

Race Code In Inquiry	**Race Codes Searched**
A - Asian or Pacific Islander	All
I - American Indian or Alaskan Native	All
B - Black	All except W
W – White	All except B
U – Unknown	All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

4. Because multiple records from several files are available when the QW transaction is used, multiple records concerning one individual may appear in any response. Additionally, because different agencies may enter VGF records on the same individual, multiple VGF records are possible in any response.

5. When an inquiry uses the LIC, any record containing that plate number will be returned in the response, as well as generate delayed Q and $.H. (NOA) notification. To narrow the scope of the search and utilize the system effectively, a license plate state should also be included.

6. Vehicle information about a single, particular vehicle may be entered in more than one GMC record by the same agency. Vehicle information which is part of a GMC record will be searched by any Vehicle File inquiry (QV, ZV, QW, or ZW), assuming that either LIC (and accompanying fields) or VIN is entered in the record.

7. An inquiry can provide a secondary hit response only from within the VGF when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN Fields contained in the primary record response.

8. A QGM transaction will not cause a cross-search of any other file.

9. An inquiry of the Wanted Person (QW/ZW) and/or Vehicle (QV/ZV) Files will result in the automatic cross-search of the GMC File. Active records will be returned in a positive response. The Wanted Person and/or Vehicle File chapters contain details regarding the use of the above MKEs.

10. IMAGE INDICATOR (IND)

    QGM inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned. For a person this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available.

    QWA.VA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/Y

    The following would be returned after the immediate confirm caveat for a mugshot image:

    IMR/MNAM:SMITH, JOHN J DOB:19691012
    RAC:W HGT:510 WGT:165 DOI:19821210
    NIC:T000069216 IMN:I000001233 00256
    <image>.

    The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, then the NIC of the base record is provided along with the Image NCIC Number (IMN). Following the IMN is the image size in bytes (00256), and, last, <image> would be replaced with the actual image.

11. RELATED SEARCH HIT (RSH)

A QGM inquiry may also contain a Related Search Hit (RSH) Field. If the RSH Field is Y, secondary hit responses will be returned for all records with the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA contained in the primary hit response. If the primary hit response is for a gang member, there will not be any LKI/ LKA Fields to search, but a search could occur based on the ORI and OCA Fields of the GMC record.

QWA.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.RSH/Y

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

RELATED RECORDS

MKE/STOLEN GUN
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK
TYP/RC DOT/19981005
OCA/12334444
ORI IS ANY CITY PD MD 301 555-1111
NIC/G000039842 DTE/19981215 1234 EST
IMMED CONFIRM RECORD WITH ORI

The following would be returned after the primary hit response based on the primary hit response having an LKI/DC1014300 LKA/CS12345 that matches another record's ORI/OCA:

RELATED RECORDS

MKE/MISSING PERSON OTHER
ORI/DC1014300 NAM/THOMAS, TOM SEX/M RAC/W POB/FL DOB/19540327
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR
SMT/TAT L LEG FPC/PMPICI14151617181920 SOC/123456789
MNP/MP DLC/19980501 OCA/CS12345
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULL OVER SHIRT
ORI IS ANY CITY PD DC 202 555-1111
NIC/M107650007 DTE/20000503 1400 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A $.B. will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions Chapter of this manual contains additional information on retrieving the file.

12. EXPANDED NAME SEARCH (ENS)

A QGM inquiry may also contain an Expanded Name Search indicator (ENS) to specify that if the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS Field is Y, primary hits will be determined using each input NAM name part as a last name, interchanging the remaining name parts as given names.

QGM.VAVSP00H1.NAM/LEROY,STRINGBEAN.SEX/M.RAC/W.DOB/19480916.ENS/Y

The following hit responses based on ENS would be returned:

0111 27640 1121 HFS
VCIN REPLY
VAVSP00H1

MKE/CRIMINAL GANG MEMBER - CAUTION
NOTICE/WARNING - STANDING ALONE, NCIC VIOLENT GANG AND TERRORIST ORGANIZATIONS FILE INFORMATION DOES NOT FURNISH GROUND FOR THE SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING
NAM/STRINGBEAN,LEROY B
SEX/M RAC/W
POB/PA DOB/19480916 SOC/222222222
HGT/509 WGT/165 EYE/BRO HAI/BRO
SKN/FAR SMT/SC L HND
OLN/T111111111 OLS/VA OLY/2016
GNG/TEST GANG*SWVA SGP/NONE KNOWN
ECR/A DOP/20140914
MIS/--- TEST RECORD ---
LIC/FPX302 LIS/VA LIY/2012 LIT/PC
VIN/123456789TEST VYR/1970
VMA/PONT VMO/CAT VST/2D VCO/WHI/GRN
VIC/501311538 OCA/TEST-1 NIC/T290851657
DTE/20090914
** CONFIRM WITH ORI/VAVSP00H1 VIRGINIA STATE POLICE - HEADQUARTERS

MRI 227640 IN: HFS 41420 AT 11JAN2010 11:21 OUT: HOWL 36 AT 11JAN2010 11:28

0111 27648 1130
NCIC REPLY

VAVSP00H1
WARNING - STANDING ALONE, NCIC GANG GROUP AND MEMBER FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.

MKE/CRIMINAL GANG MEMBER - CAUTION
ORI/VAVSP00H1 NAM/STRINGBEAN,LER0Y B SEX/M RAC/W POB/PA DOB/19480916
HGT/509 WGT/165 EYE/BR0 HAI/BR0 SKN/FAR
SMT/SC L HND
SOC/222222222

OLN/T111111111 OLS/VA OLY/2016
GNG/TEST GANG*SWVA SGP/N0NE KN0WN
ECR/A DOP/20140914 OCA/TEST-1
NOA/N
MIS/--- TEST REC0RD ---
LIC/FPX302 LIS/VA LIY/2012 LIT/PC
VIN/123456789TEST VYR/1970
VMA/P0NT VMO/CAT VST/2D VCO/WHI/GRN
DNA/N
ORI IS SP ADM HDQ RICHMOND 804 674-2028
IMN/I285997107 IMT/M
NIC/T290851657 DTE/20090914 1206 EDT DLU/20090914 1206 EDT

MRI 227648 IN: NC2S 54180 AT 11JAN2010 11:21 OUT: HOWL 37 AT 11JAN2010 11:30

EXPANDED DATE OF BIRTH SEARCH (EBS)

1. When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

2. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed.

3. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

GMC LOCATE

There are no locate procedures for the Violent Gang File.

GMC CLEAR

Procedures to remove GMC records are detailed GMC Cancellation section. This file does not have a MKE code for clear.

Message Use

The "EGMN." message is utilized to enter supplemental data into the NCIC and VCIN Group Member Capability (GMC) File describing a qualifying gang members.

Format: 473

MESSAGE FIELD CODES FOR GMC SUPPLEMENTAL ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN		
LICENCE PLATE NUMBER SET	OPTIONAL SET	LIC		

VEHICLE DATA SET	OPTIONAL SET	VIN		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL,
IMAGE NCIC NUMBER SET	OPTIONAL	IMN		ALPHABETIC, NUMERIC

OPTIONAL SET

Operator's License Number Set = Must contain operator's license number, state, and year of expiration.

License Plate Number Set = Must contain license plate number, state of registry, year of expiration, and type of plate.

Vehicle Data Set = Must contain Vehicle identification number (VIN), year, model, style, and color.

ENTRY OF A GMC SUPPLEMENTAL RECORD

Only the agency that entered the original record may add additional identifiers to a record. The supplemental record entry transaction (EGMN) is available to add identifiers to either Violent Gang (EGM) member records.

EXAMPLE OF A GMC SUPPLEMENTAL ENTRY

EGMN.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-1.
AKA/CABAGEHEAD,ROBERT.DOB/19510105.19550105

0120 00027 0933 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-
1.AKA/CABAGEHEAD,ROBERT.DOB/195101
05.19550105

**** SUPP RECORD ENTERED ****

ORI/VAVSP01T1
SUPP

NAM/STRINGBEAN,LEROY B
VIC/500013192
OCA/TEST-1
**** END OF RECORD ****

MRI 27 IN: HFS 10 AT 20JAN2006 09:33 OUT: HOWL 13 AT 20JAN2006 09:33

0120 00029 0934 HFS
NCIC REPLY

VAVSP01T1

SUPP NAM/STRINGBEAN,LER0Y B OCA/TEST-1

MRI 29 IN: HFS 11 AT 20JAN2006 09:33 OUT: HOWL 14 AT 20JAN2006 09:34

IDENTIFICATION OF A GMC RECORD FOR SUPPLEMENTAL ENTRY

The GMC record to which a supplemental record of alias(es) and/or other additional identifiers are to be added must be identified by NAM, VIC, and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL ENTRY

The Alias (AKA) Field and all other identifying data fields which may be included in a supplemental record are listed with their field codes and the maximum number of aliases and/or identifiers allowable for a GMC record.

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)**	IMN	12

**IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. The Image File Chapter of the NCIC Operating Manual contains additional details.

MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL ENTRY

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

2. For example, a record relating to JOHN SMITH might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

3. Entry of this additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry.

ADDITIONAL GUIDELINES FOR GMC SUPPLEMENTAL ENTRY

1. After the GMC record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

2. The OLN, LIC, and VIN Fields in the supplemental record format are multiple data element fields; i.e., these fields have more than one data element following the field code and slash and are entered in sets. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accountable.

3. The field in the main record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a SOC in a supplemental record will be rejected as a format error if the main record does not contain a SOC in the SOC Field.

4. All numeric identifiers excluding originating agency case number and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field and a hyphen must be used to separate the two alphabetic from the number itself in the MNU Field.

5. Personal Descriptors and Vehicular Data Codes in the NCIC Code Manual contain appropriate coding of personal identifiers and license and vehicular data.

MESSAGE FIELD CODE EDITS FOR GMC SUPPLEMENTAL ENTRY

1. ALIAS FIELD (AKA**)**

   a. Field code AKA followed by a slash is used to identify an alias (es). An alias includes any name in which any last, first, or middle name is different from that in the NAM field (or those previously entered in the AKA fields) for the record, i.e. NAM/SMITH,MICHAEL LEE and AKA/SMITH,LEE MICHAEL.

   b.. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III.

   c.. Nicknames (monikers) can be entered without using commas. AKAs and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

   The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

2. OPERATOR'S LICENSE SET (OLN)

   The field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are the operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period. For example:

   OLN/L234526677238.VA.2010.

   In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

   a. The field code LIC followed by a slash is used to identify additional license plate data in an entry. This field contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed and must be separated by a period. For example:

      LIC/CBA321.MD.2008.TK.

   b. In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by message field code LIC/.

4. VEHICULAR SET (VIN)

   a. The field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

b. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

VIN/lL69X6J023456.1976.CHEV.IMP.4D.BLK. **OR** VIN/1D37Q6R001225.1976.CHEV..2D

c. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

ADDITIONAL IDENTIFYING DATA IN GMC SUPPLEMENTAL ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; and Social Security numbers follow the field codes DOB/, SMT/, MNU/, and SOC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF-123456789.SOC/123456789.

MODIFICATION OF GMC SUPPLEMENTAL DATA

1. No one-step procedure is available to modify an alias or other identifier in a GMC supplemental record.

2. To modify, the incorrect AKA or other identifier should be canceled and reentered.

CANCELLATION OF SUPPLEMENTAL DATA

The "XGMN." message is utilized to cancel supplemental data into the NCIC and VCIN Group Member Capability (GMC) File describing qualifying gang members.

Format: 474

MESSAGE FIELD CODES FOR GMC SUPPLEMENTAL ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VIC NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FOLLOWED BY FIELDS TO BE CANCELED				

EXAMPLE OF A GMC SUPPLEMENTAL DATA CANCELLATION

XGMN.VAVSP01T1.NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-1.DOB/19550105

0120 00087 1040 HFS
VCIN REPLY
VAVSP01T1

NAM/STRINGBEAN,LEROY B.VIC/500013192.OCA/TEST-1.DOB/19550105

**** SUPP RECORD CANCELED ****

ORI/VAVSP01T1
CANCEL SUPP

NAM/STRINGBEAN,LEROY B
VIC/500013192
OCA/TEST-1
**** END OF RECORD ****

MRI 87 IN: HFS 38 AT 20JAN2006 10:40 OUT: HOWL 33 AT 20JAN2006 10:40

0120 00089 1040 HFS
NCIC REPLY

VAVSP01T1

CANCEL SUPP NAM/STRINGBEAN,LER0Y B OCA/TEST-1
DOB/19550105

MRI 89 IN: HFS 39 AT 20JAN2006 10:40 OUT: HOWL 34 AT 20JAN2006 10:40

IDENTIFICATION OF A GMC RECORD FOR SUPPLEMENTAL DATA CANCELLATION

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the GMC record to which the supplemental record is appended must be identified by either NAM, VIC, and OCA, in that order, with each data element preceded by the proper MFC. Next comes the supplemental data to be canceled, with each field preceded by the proper MFC.

MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL DATA CANCELLATION

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, or SOC is counted as **one** identifier. Each set of OLN, LIC, or vehicle data (multiple data element fields) is counted as **one** identifier.

ADDITIONAL GUIDELINES FOR GMC SUPPLEMENTAL DATA CANCELLATION

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; and/or Social Security numbers to be canceled are to be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with periods accounting for the intervening VYR Field. For example:

   VIN/1L69X6JO23456..CHEV

3. When a GMC record is canceled, its entire supplemental record is automatically canceled.

4. IMAGE SET (IMN)

   Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot and/or nine identifying images (up to ten identifying images can be stored for a GMC record). The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image and the image type is either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

5. CAUTION AND MEDICAL CONDITIONS (CMC)

   Up to nine CMC codes may be canceled in a supplemental cancel transaction. The CMC/ may be followed by the codes to be deleted, separated by periods, or the CMC/ may be repeated for each code to be deleted.

NCIC NATIONAL SEX OFFENDER REGISTRY (NSOR)
VCIN CONVICTED SEXUAL OFFENDER REGISTRY FILE

QXS - Query NCIC/VCIN Convicted Sexual Offender Registry Files II-14-11

Example:

VCIN NON-Violent Sex Offender Response II-14-11
VCIN Violent Sex Offender Response II-14-12
VCIN No Record Response II-14-12

NCIC Positive Response II-14-13
NCIC No record Response II-14-13

VCIN response for Request by ZIP Code with over 20 records II-14-14
NCIC response for Request by ZIP Code with over 20 records II-14-14

Procedure to obtain records in excess of 20 records from VCIN II-14-15
Procedure to obtain records in excess of 20 records from NCIC II-14-16

Criteria for Entry into NCIC National Sex Offender Registry (NSOR) Files II-14-1
VCIN Convicted Sexual Offender Registry Files II-14-8
Disclosure Standards II-14-9
Laws Governing the Virginia Convicted Sex Offender Registry File II-14-8
Locate Procedure II-14-18
Message Field Codes II-14-3
Procedure for Handling a Positive Response (HIT) II-14-18
Record Retention Period II-14-2
Requirements for Inquiry II-14-9

MXSV – Modify E-Mail Addresses and Chat Room ID's into the File II-14-20
Guidelines for Transmitting Data..... II-14-19
Code of Virginia Requiring Data II-14-19
Examples..... II-14-21

I. CRITERIA FOR ENTRY

As per Title 42, USC, Section 14072(a), sexual offender registry information records can be entered in the NCIC 2000 System for the following subjects:

A. A person who has been convicted of a criminal offense against a minor.

The phrase "criminal offense against a victim who is a minor" is defined as any criminal offense in a range of offenses specified by state law which is comparable to or which exceeds the following range of offenses:

1. Kidnapping of a minor, except by a parent;
2. False imprisonment of a minor, except by a parent;
3. Criminal sexual conduct toward a minor;
4. Solicitation of a minor to engage in sexual conduct;
5. Use of a minor in a sexual performance;
6. Solicitation of a minor to practice prostitution;
7. Any conduct that by its nature is a sexual offense against a minor; or
8. An attempt to commit an offense described in any of the clauses one through seven if the state:

    a. Makes such an attempt a criminal offense; and
    b. Chooses to include such an offense in those, which are criminal offenses against a victim who is a minor.

B. A person who has been convicted of a sexually violent offense.

The phrase "sexually violent offense" is defined as any criminal offense in a range of offenses specified by state law which is comparable to or which exceeds the range of offenses encompassed by aggravated sexual abuse or sexual abuse (as described in Sections 2241 and 2242 of Title 18, USC, or as described in the state criminal code), or an offense that has its elements engaging in physical contact with another person with intent to commit aggravated sexual abuse or sexual abuse (as described in Sections 2241 and 2242 of Title 18, USC, or as described in the state criminal code).

C. A person who is a sexually violent predator.

1. The phrase "sexually violent predator" is defined as a person who has been convicted of a sexually violent offense and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses.

2. A determination of whether a person is a sexually violent predator shall be made by a court after considering the recommendation of a board composed of experts in the behavior and treatment of sex offenders, victims' rights advocates, and representatives of law enforcement agencies.

3. Waiver

   The Attorney General may waive the above-stated requirements if the Attorney General determines that the state has established alternative procedures or legal standards for designating a person as a sexually violent predator.

4. Alternative measures

   The Attorney General may also approve alternative measures of comparable or greater effectiveness in protecting the public from unusually dangerous or recidivistic sexual offenders in lieu of the specific measures set forth in this section regarding sexually violent predators.

II. RECORD RETENTION PERIOD

A. Convicted Sexual Offender Registry File records will remain active until they are cleared or canceled by the entering agency or until the Ending Registration Date (ERD) is reached. Sexual offender records with the ERD Field containing NONEXP are retained as active records until they are cleared or canceled by the entering agency. Records for registered sexual predators must have an ERD value of NONEXP.

B. Expired records are retained in an inactive status (historical file) for the balance of the year plus 10 years in NCIC system. At the end of the retention period, the record is retired.

C. Sexual offender records that have been cleared are retained in an inactive status (historical file) for the remainder of the year plus 5 years after the date of clear in NCIC system. At the end of the retention period, the record is retired.

D. Records that are canceled are retired immediately.

MESSAGE FIELD CODES AND EDITS

The following field codes and edits are provided for the user to read a positive response from the Sex Offender Registry file. The field code table below is used to understand the code to the left of the slash (/). The *NCIC Code Manual* must be used to translate only codes that you do not understand.

Code	Field	Edits
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, *NCIC Code Manual,* provides coding instructions.
AOV	Age of Victim	May be up to 99 years of age.
CMC	Caution and Medical Conditions	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
CON	Date of Conviction	Must be a valid Gregorian date (YYYY MMDD).
COU	County	Free text (alphabetic).
CRR	Conviction Resulting in Conviction	Must be listed in Offense Codes, *NCIC Code Manual.*
CTY	City Name	Free text (alphabetic).
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DNA	DNA Available	Must be either Y or N. N is the default value. If Y is entered, then the MIS field must contain information regarding obtaining DNA data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) and cannot be later than the current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
ENS	Expanded Name Search	Must be Y or N.
ERD	Ending Registration Date	Must be either NONEXP or a valid Gregorian date greater than current date.

Code	Field	Edits
EYE	Eye Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C; D, or E and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, *NCIC Code Manual.*
FPC	Fingerprint Classification	Must be listed in Personal Descriptors, *NCIC Code Manual.* If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, *NCIC Code Manual.*
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record consisting of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
LIC	License Plate Number	Refer to the Vehicle section of operating manual and the *NCIC Code Manual*.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, *NCIC Code Manual.*
LIT	License Plate Type	Must be a valid NCIC 2000-assigned code as listed in the Vehicular Data Codes, *NCIC Code Manual.*

Code	Field	Edits
LIY	License Plate Year of Expiration	Must represent the highest year in which the license plate is valid (YYYY). The value can be current year, current year minus one, or later than current year; or the alphabetics NX to represent a nonexpiring registration.
MIS	Miscellaneous	MIS Field cannot be blank if DNA Field is Y.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be listed in Personal Descriptors, *NCIC Code Manual.* The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU Field cannot be the only numeric identifier in the record.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, *NCIC Code Manual,* provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (X in this file) followed by nine numeric characters assigned automatically by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OFS	Offender Status Field	Must be a valid NCIC assigned code as listed in Personal Desciptors, NCIC Code Manual.
OLN	Operator's License Number	One zero only or run of zeros only indicating that a license is unknown may not be used. More information in Personal Descriptors, *NCIC Code Manual.*
OLS	Operator’s License State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.

Code	Field	Edits
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring license. More information in Personal Descriptors, *NCIC Code Manual*.
ORD	Offender Registration Date	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
ORI	Originating Agency Identifier	Must be a valid NCIC assigned ORI.
PLC	Place of Crime	Must be a valid NCIC 2000 assigned-code as listed in State and Country Codes, *NCIC Code Manual*.
POB	Place of Birth	Must be a valid NCIC assigned code as listed in the State and Country Codes, *NCIC Code Manual.* Also more information in Personal Descriptors, *NCIC Code Manual.*
RAC	Race	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
SKN	Skin Tone	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
SMT	Scars, Marks, Tattoos, & Other Characteristics	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*
SNA	Street Name	Free text (alphanumeric and special characters). The only special characters allowed are hyphen, forward slash, and ampersand.
SNU	Street Number	Free text (alphanumeric and special characters). The only special characters allowed are hyphen and forward slash.
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 0 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, *NCIC Code Manual.*
SOS	Sexual Offender Status	Must be Y or N.
SOV	Sex of Victim	Must be a valid NCIC assigned code as listed in Personal Descriptors, *NCIC Code Manual.*

Code	Field	Edits
STA	State Name	Must be a valid NCIC assigned code as listed in State and Country Codes, *NCIC Code Manual*.
SXP	Sexual Predator Indicator	Must be either Y or N. Defaults to N. If SXP is Y, then ERD must be NONEXP, and the CMC Field must contain a valid code.
TNO	Telephone Number	Must be three numerics, a space, followed by three numerics, followed by a hyphen, followed by four numeric characters.
VCO	Vehicle Color	Must be listed in Vehicular Data Codes, *NCIC Code Manual*. If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	Refer to the VCIN Operating Manual and the *NCIC Code Manual*.
VM0	Vehicle Model	Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, *NCIC Code Manual*.
VST	Vehicle Style	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual***.**
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, *NCIC Code Manual***.**
ZIP	Zip Code	Must be either five or ten charcacters with five numerics followed by a hyphen and another four numerics.

CRITERIA FOR ENTRY

Under section 19.2-390.1, the Department of State Police shall keep and maintain a Sex Offender and Crimes Against Minors Registry, separate and apart from all other records maintained by it.

The Department of State Police shall make Registry information available, upon request, to criminal justice agencies including local law-enforcement agencies through the Virginia Criminal Information Network (VCIN). Registry information provided under this section shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. Use of the information for purposes not authorized by this section is prohibited and a willful violation of this section with the intent to harass or intimidate another shall be punished as a Class 1 misdemeanor.

Information regarding a specific person requested by a non-criminal justice agency pursuant to subsection B of section 19.2-390.1, Code of Virginia, shall be disseminated upon receipt of an official request form which may be submitted directly to the Department of State Police. The official request form (SEX OFFENDER & CRIMES AGAINST MINORS form number SP-266 or SP-167 with the sex offender search block checked) shall include a statement of the reason for the request; the name and address of the person requesting the information; the name, address and, if known, the social security number of the person about whom information is sought; and such other information as the State Police may require to ensure reliable identification. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation of this section shall be punished as a Class 1 misdemeanor.

The access though VCIN contains all sex offenders, violent and non-violent, registered in the State of Virginia. Upon receipt of the registration form SP-236, the data is processed into the Virginia State system and up-loaded into the FBI/NCIC system after midnight. The NCIC will only contain records that contained the fields required by NCIC system. Any record not supported by fingerprints will not be uploaded into the NCIC system.

The VCIN access to the Virginia Sex Offender Registry is for criminal justice use only.

Under 19.2-390.1 subsection D, the State Police maintain a system for making certain Registry information on violent sex offenders publicly available by means of the Internet. The information to be made available shall include the offender's name; all aliases which they have used or under which they may have been known; the date and locality of the conviction and a brief description of the offense; their date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. The record is secured and not capable of being altered except by the State Police. The system is updated each business day with newly received registrations and reregistrations.

Laws Governing the Sex Offender Registry Files:

- 9.1-901. Person for whom registration required.
- 9.1-908. Duration of registration requirement.
- 19.2-390.1. Sex Offender and Crimes Against Minors Registry; maintenance; access.
- 19.2-390.2. Automatic notification of registration to enties.

DISCLOSURE STANDARDS

1. Title 42, USC, Section 14072 (j) states that the information collected by the FBI shall be disclosed by the FBI to local, state, and federal criminal justice agencies for law enforcement purposes and community notification.

2. Regarding community notification, the statute further states the information collected under a State registration program may be disclosed for any purpose permitted under the laws of the State. Since all information maintained in the NCIC Convicted Sexual Offender Registry File is "collected under a State registration program," the Convicted Sexual Offender Registry File should not be used for interstate community notification.

3. Additionally, all Convicted Sexual Offender Registry File records are based on documented criminal history information and can only be disseminated in accordance with Title 28, USC, Section 534 and under the Code of Virginia 19.2-389.

REQUIREMENTS FOR INQUIRY

1. The message key QXS is used for Convicted Sexual Offender Registry File inquiries. It restricts the search to just the Convicted Sexual Offender Registry File and may retrieve a Convicted Sexual Offender Registry File record that is active, expired, or inactive and will not cause a cross-search of any other files.

2. A standard "QW" inquiry searches the Convicted Sexual Offender Registry File in addition to other identifiable person files and retrieves active records only. A "QW" will also be generated when you query the criminal history files with key code "QH" and when you query Virginia Driver file by name, date of birth, and sex, with key code "QD." The multi-file query "QNAM" will also generate a "QW" transaction.

3. An inquiry of the Sex Offender File may be made by just the name and complete date of birth including century, year, month, and day, or include optional identifiers, sex and/or race, social security number, and FBI number. An inquiry of the Sex Offender File may also be made by name and FBI number or name and OCA or name and SOC or zip code.

4. When the inquiry contains a name and complete DOB as the only numeric identifier, the DOB in the inquiry must match the DOB in a record plus or minus one year before a record will be retrieved.

5. Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC 2000 and VCIN to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC 2000 and VCIN. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

Race Code In Inquiry		Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All except W
W	White	All except B
U	Unknown	All

6. When the inquiry contains a name, DOB, and any other identifier(s), the computer selects all sound alike sex offender records from the database, then searches further using other identifier(s). All records selected based on name are searched by the year of birth, plus or minus one year. Any year which matches the input DOB year is selected. All records selected at this point are searched a final time for sex and/or race matching the input sex and race if present. If ENS/Y is selected, primary hits will be determined using each input name as a last name, interchanging the remaining name parts as given names.

7. When the inquiry contains a name and FBI or name and OCA or name and SOC, the inquiry must match exactly.

8. Virginia's OCA numbers will be 6 characters in length. If the Virginia number is less than 6 characters, zeros (0) are added to the beginning of the number to make 6 characters, i.e., 000025. When inquiring into NCIC by OCA number, the leading zeros must be used, but VCIN will recognize the OCA either with or without the leading zeros.

9. When the inquiry contains a zip code, the entire file is searched and up to 20 records with matching zip codes are selected. If SOS/Y or the field is left blank only active records will be returned. If SOS/N then active, expired and inactive records will be returned. The SOS is only used in conjunction with the ZIP number query and is only used by the NCIC file. As of October 18, 2000, there are 1,139 Virginia zip codes that have 20 or less sex offenders residing in them. There are 80 zip codes that have more than 20 sex offenders. Additional information will be provided on obtaining the remaining sex offenders. **Refer to the table of contents page number II-14-0 to locate procedures to obtain a copy of records in excess of 20 HITS.**

Test Record

NAM/RECORD,PAUL U SEX/M RAC/B DOB/19540710

FBI/2222222

SOC/555555555

OCA/011340

Format: 505

QXS.ORI/ .NAM/ .SEX/ .RAC/ .DOB/ .
OCA/ .FBI/ .ZIP/ .SOS/ .ENS/

Minimum Required Fields

QXS.ORI.NAM. DOB
or
QXS.ORI.NAM.FBI
or
QXS.ORI.NAM.OCA
or
QXS.ORI.NAM.SOC
or
QXS.ORI.ZIP

Example: (NON-Violent Sex Offender-Response)

QXS.VAVSP00H1.NAM/STRINGBEAN,LEROY B.SEX/M.RAC/W.DOB/19550514

1128 90748 1951
VCIN REPLY

VAVSP00H1

QXS.VAVSP00H1.NAM/STRINGBEAN,LEROY B.SEX/M.RAC/W.DOB/19550514

*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD IS REGISTERED AS A CONVICTED SEX OFFENDER. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD.

SEX OFFENDER
ORI/VAVSP0000 NAM/STRINGBEAN,LEROY B SEX/M RAC/W DOB/19550514
HGT/601 WGT/240 EYE/BR0 HAI/BLK FBI/42436WA8 SID/VA212222
SOC/227003197
ORD/19970912 ERD/NONEXP SXP/N
CON/19941222 CRR/SEX ASSAULT
OCA/005116
ADDRESS - X 22 PITTSVIEW AVE
N0RF0LK, VA 23503
COUNTY - N0RF0LK CITY
DTE/20000624 0031 EDT

***** END OF SEX OFFENDER REGISTRATION *****
UNAUTHORIZED DISSEMINATION WILL SUBJECT THE DISSEMINATOR TO CRIMINAL AND CIVIL PENALTIES

Example: (Violent Sex Offender-Response)

1128 90748 1951
VCIN REPLY

VAVSP00H1

QXS.VAVSP00H1.NAM/STRINGBEAN,LEROY B.SEX/M.RAC/W.DOB/19550514

*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD IS REGISTERED AS A CONVICTED VIOLENT SEX OFFENDER. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD.

VIOLENT SEX OFFENDER
ORI/VAVSP0000 NAM/STRINGBEAN,LEROY B SEX/M RAC/W DOB/19550514
HGT/601 WGT/240 EYE/BR0 HAI/BLK FBI/42436WA8 SID/VA212222
SOC/227003197
ORD/19970912 ERD/NONEXP SXP/N
CON/19941222 CRR/SEX ASSAULT
OCA/005116
ADDRESS - X 22 PITTSVIEW AVE
N0RF0LK, VA 23503
COUNTY - N0RF0LK CITY
DTE/20000624 0031 EDT

***** END OF SEX OFFENDER REGISTRATION *****
UNAUTHORIZED DISSEMINATION WILL SUBJECT THE DISSEMINATOR TO CRIMINAL AND CIVIL PENALTIES

Example: (No Sex Offender-Response)

QXS.VAVSP00H1.NAM/STRINGBEAN,LEROY B.SEX/M.RAC/W.DOB/19550514

1128 90748 1951
VCIN REPLY

VAVSP00H1

QXS.VAVSP00H1.NAM/STRINGBEAN,LEROY B.SEX/M.RAC/W.DOB/19550514

NO VIRGINIA SEX OFFENDER REGISTRATION

***** END OF SEX OFFENDER REGISTRATION *****
UNAUTHORIZED DISSEMINATION WILL SUBJECT THE DISSEMINATOR TO CRIMINAL AND CIVIL PENALTIES

Example: (NCIC Sex Offender-Positive Response)

QXS.VAVSP00H1.NAM/SMITH,JOHN.SEX/M.RAC/W.DOB/19620530

1128 90817 1109
NCIC REPLY

VAVSP00H1

*** SEXUAL OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X123456789 IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
VIOLENT TENDENCIES
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/M POB/MD DOB/19620530
HGT/601 WOT/209 EYE/BLU HAI/BRO FBI/123456A SKN/ALB
SMT/SC R HND
FPC/121011CO1159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/1999
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N
OCA/92312665
MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN
MIS/WEAPON USED WAS STRAIGHT RAZOR
MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM
MIS/MD ST BUREAU OF PRISONS 301 555-1234
ORI IS RIVERBEND FERRY MD
ADDRESS - 112 ELM STREET
SILVER CITY, MD 99999 301 555-1234
COUNTY - ESSEX
PHONE - 301 555-5555
NIC/X123456789 DTE/19990930 0430 EDT

***** END OF SEXUAL OFFENDER REGISTRY INFORMATION *****

Example: (NCIC Sex Offender-Negative Response)

QXS.VAVSP00H1.NAM/JONES,JOHN.SEX/M.RAC/W.DOB/19620530

1128 90817 1109
NCIC REPLY

VAVSP00H1

NO NCIC SEXUAL OFFENDER FILE NAM/JONES, JOHN DOB/19620530

Example:

QXS.VAVSP00H1.ZIP/23503

1206 87727 1125
VCIN REPLY

VAVSP00H1.

QXS.VAVSP00H1.ZIP/23503

*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD IS REGISTERED AS A CONVICTED SEX OFFENDER. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD.

- **FOLLOWED BY UP TO 20 SEX OFFENDER RECORDS**
- **IF MORE THAN 20 RECORDS ARE ON FILE, YOU WILL RECEIVE THE FOLLOWING MESSAGE**

COMMUNICATIONS RESTRAINTS REQUIRE ALTERNATIVE MEANS TO ACQUIRE ZIP CODE RESPONSES IN EXCESS OF TWENTY. THIS QUERY HAS A TOTAL OF 74 RESPONSES. REQUIRED INFORMATION TO BE GIVEN TO REQUEST A ZIP CODE QUERY IS THE FOUR CHARACTER VCIN TERMINAL MNEMONIC, NAME OF THE VCIN USER (LAST, FIRST AND MIDDLE) AND THE ZIP CODE OF THE SEX OFFENDER. CALL 804-674-4656 BETWEEN THE HOURS OF 8:30 - 5PM MONDAY THRU FRIDAY AND THE DUTY SERGEANT AT 804-674-2026 FOR ALL OTHER HOURS TO REQUEST INTERNET ACCESS INFORMATION TO OBTAIN ALL SEX OFFENDERS FOR THIS ZIP CODE.

- **SEE "VCIN PROCEDURE TO OBATIN RECORDS IN EXCESS OF 20 RECORDS"**

1206 87727 1127
NCIC REPLY

VAVSP00H1

*** SEXUAL OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X930129442 IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

- **FOLLOWED BY UP TO 20 SEX OFFENDER RECORDS**

***** END OF SEXUAL OFFENDER REGISTRY INFORMATION *****

- **IF MORE THAN 20 RECORDS ARE ON FILE, YOU WILL RECEIVE THE FOLLOWING MESSAGE**

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

- **SEE "NCIC PROCEDURE TO OBTAIN RECORDS IN EXCESS OF 20 RECORDS"**

MRI 87776 IN: NC2S 7404 AT 06DEC2000 11:25 OUT: HOWL 3 AT 06DEC2000 11:28

VCIN PROCEDURE FOR OBTAINING COMPLETE LIST OF RECORDS LISTED TO ZIP CODE

Personnel in the Sex Offender Registry will program the computer to transmit the data through Internet upon request of the requesting agency and send the following message to the requesting VCIN terminal.

Example of Message transmitted from the Sex Offender Registry Office

0108 XXXXX 1406
VCIN REPLY

VAVSP0000

SORIACCESS.VAVSP0000.NAM/HOWELL,JAMES L.MNEMONIC/VCHOWL.ZIP/23503

*** SINGLE ZIP CODE INTERNET ACCESS INFORMATION ***

SOR Internet Access URL is:
http://Sex-offender.vsp.state.va.us/Cool-ice/default.asp?/VSP/VSP_ZIP_Search

YOUR ACCESS CODE IS 1234. ENTER THIS CODE INTO THE INTERNET SCREEN.

YOUR ACCESS FOR THIS URL WILL STAY ACTIVE FOR 4 HOURS FROM THIS DATE AND WILL THEN BE DEACTIVATED.

UNAUTHORIZED DISSEMINATION OF SEX OFFENDER INFORMATION OBTAINED FROM THIS INTERNET ACCESS WILL SUBJECT THE DISSEMINATOR TO CRIMINAL AND CIVIL PENALTIES.

MRI 120792 IN: UNQ1 27385 AT 08JAN2001 14:04 OUT: HOWL 138 AT 08JAN2001 14:06

- **Connect into the Internet with the following address listed in the VCIN response: http://Sex-offender.vsp.state.va.us/Cool-ice/default.asp?/VSP/VSP_ZIP_Search**

- **Enter the VCIN terminal four -character address into the VCIN Mnemonic field that you provided to the Sex Offender or Duty Sergeant's office.**
- **Enter the ZIP code number in the zip code field**
- **Enter the access code received in the above message**

- **Depress Submit button**

- **You will have 4 hours to retrieve the record**

- **After connecting into the above Internet address and submitting the terminal mnemonic address and zip code as stated above, the records will appear on your screen.**

- **A list of the sex offenders for that ZIP code will appear on the screen with their name and address.**

- **A button will be at the beginning of each name, click on the button and the person's picture and description will appear at the top left of the screen. Click on the sex offender's name instead of the button and the picture and description will fill up the complete screen.**

NCIC PROCEDURE FOR OBTAINING COMPLETE LIST OF RECORDS LISTED TO ZIP CODE

NCIC will forward a $.B. message to the requesting terminal with a file number in the message to be used to request a file transfer of the additional records.

Example of a $.B. Message

1206 91255 1139
$B.VAVSP00H1.
$.B.
VAVSP00H1
FILE CONTAINS INQUIRY RESULTS WITH 00042 HITS FOR TRANSACTION:
1N01HOWL87727QXS .QXS.VAVSP00H1.ZIP/23503.
BATCH FILE SIZE: 0031503 BYTES, READY FOR DOWNLOAD.
PLEASE REQUEST FILE NAME F361940
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.

MRI 91255 IN: NC21 4131 AT 06DEC2000 11:39 OUT: HOWL 4 AT 06DEC2000 11:39

To obtain the balance of the records from NCIC, the operator will have to transmit a File Transfer request, key code FT, with the number included in the $.B. message.

NCIC FILE TRANSFER (FT)

The File Transfer transaction is used when a $.B. File Transfer Ready notification has been sent by NCIC 2000 to notify the user that their QXS inquiry by ZIP exceed 20 records. The user must initiate the file transfer to retrieve all of the records on file.

Format: 509

FT.ORI (9).UDC (1).FLN(1 to 8).CPY(1)

Example: File Transfer Message:

FT**.**VAVSP0000**.**UDC/S**.**FLN/F361940

1207 51229 1559
NCIC REPLY

VAVSP00H1
FILE TRANSFER REQUEST RECEIVED
1N01HOWL87727QXS
VAVSP00H1

*** SEXUAL OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X100126958
IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

- **Followed by the balance of the records for the ZIP code**

In this transaction, the user is requesting File Number (F361940) to be sent electronically.

REQUIREMENTS

The following are mandatory for the NCIC File Transfer (FT) format: MKE, ORI, UDC, and FLN. The UDC and FLN Fields must be preceded by the proper MFCs.

ADDITIONAL GUIDELINES

1. USER DECISION CODE (UDC)

   The UDC Field must contain a valid NCIC 2000-assigned code.
   Code Translation
   D Delete
   P Print and mail
   S Send electronically
   T Put on tape and mail

2. FILE NUMBER (FLN)

   The FLN Field is assigned by the NCIC System and provided in the $.B. notification.

3. NUMBER OF COPIES (CPY)

   The CPY Field is only used when the UDC Field is P. If the UDC Field is P and the CPY Field is blank, the default is 1. If the UDC Field is not P and the CPY Field is entered, the value in the CPY Field is ignored.

   If the UDC code Field is S and the file size exceeds 32,000 bytes, the following error message will be transmitted:

   1107 12345 2100
   NCIC REPLY

   VAVSP00H1

   REJECT - FILE GREATER THAN 32,000 BYTES
   RESUBMIT WITH UDC/P OR UDC/T

   With this message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout or on tape.

PROCEDURES FOR HANDLING A HIT

1. The existence of an NCIC NSOR and/or VCIN Convicted Sexual Offender Registry File record does not require action by the inquiring agency (except for foreign sex offender records). If information obtained during the encounter indicates that the offender has failed to fulfill registration requirements (i.e., change of address), the NCIC and/or VCIN record is not probable cause for arrest or detainment. However, the NCIC and/or VCIN record can be used as the basis for initiating an investigation.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(ies). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of the NCIC manual for additional information on investigative interest supplemental records.

3. When an agency receives a foreign sex offender record in response to an NCIC inquiry, the agency should contact the INTERPOL, USNCB. USNCB will provide additional guidance to the inquiring agency and notify the country that issued the Green notice. If subject has relocated to the inquiring agency's jurisdiction, USNCB can provide assistance in obtaining the foreign conviction information to determine if subject is required to register.

LOCATE

There are no locating procedures for the Convicted Sexual Offender Registry File.

E-Mail Addresses and Chat Room IDs

Introduction

Effective July 1, 2007 under § 9.1-903.section "G" of the Code of Virginia, mandates that any person that is required to register with the Virginia Convicted Sexual Offender Registry, shall re-register either in person or electronically with the local law-enforcement agency where his residence is located. This registration must take place within **30 minutes** following any **change** of the electronic mail address information, any instant message, chat or other Internet communication name or identity information that the person uses or intends to use, whether within or outside the Commonwealth.

If a probation or parole officer becomes aware of a change of the electronic mail address information, any instant message, chat or other Internet communication name or identity information for any probationers or parolees required to register, the probation or parole officer shall notify the State Police forthwith upon learning of the change.

The local law- enforcement agency shall enter the change of the electronic mail address information, any instant message, chat or other Internet communication name or identity information that the person uses or intends to use, into the Virginia Convicted Sexual Registry Offender File **immediately upon receipt of information**.

Guidelines for transmitting Data to the Sex Offender Registry File

1. The e-mail address will be entered following the OCA (sex offender registration number) field and will consist of alphabetic, numeric, and special characters of periods (.) and slashes (/).

2. When entering a sex offender's e-mail, chat ID, and chat domain in the record, they will have to be entered as two transactions.

3. The e-mail will be transmitted in one transaction and the chat ID and chat domain must be transmitted together in a separate transaction.

4. If the transaction does not match the name (NAM), date of birth (DOB), and sex offender registry identification number (OCA field) the transaction will be rejected.

5. If the data entered in the modification message, e-mail address (EMA) or chat id (CID) and chat domain is already on file, the transaction will be rejected

Message Use

The "MXSV." message is used to add, delete, or change data in a sex offender registry file for the e-mail address and/or chat identification and chat domain.

Format 527 and 528

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
SEX OFFENDER REGISTRY REGISTRATION INDENTIICATION NUMBER	MANDATORY	OCA	1-20	NUMERIC

AND

E-MAIL ADDRESS	MANDATORY	EMA	1-320	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

OR

CHAT IDENTIFICATION (ID) AND CHAT DOMAIN	MANDATORY	CID	1-320	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

EXAMPLE: (Adding the e=mail address to record)

MXSV.VAVSP0100. NAM/RECORD,PAUL U.DOB/19540710. OCA/11340.
EMA/PAUREC@YOHOO.COM

1109 09800 2349
VCIN REPLY
VAVSP01T1

SEX OFFENDER FILES MODIFIED 2007/04/17
NAM/RECORD,PAUL U.DOB/19540710. OCA/11340
EMA/PAUREC@YOHOO.COM

MRI 209806 IN: UNQ1 60889 AT 09NOV2002 23:49 OUT: HOWL 7 AT 09NOV2002 23:49

EXAMPLE: (Adding the chat-id and char domain addresses to record)

MXSV.VAVSP0100. NAM/RECORD,PAUL U.DOB/19540710. OCA/11340.
CID/TEXAS@YOHOO.COM

1109 09800 2349
VCIN REPLY
VAVSP01T1

SEX OFFENDER FILES MODIFIED 2007/04/17
NAM/RECORD,PAUL U.DOB/19540710. OCA/11340
CID/TEXAS@YOHOO.COM

MRI 209806 IN: UNQ1 60889 AT 09NOV2002 23:49 OUT: HOWL 7 AT 09NOV2002 23:49

		Page No.
EP.	Enter Stolen Vehicle/Part in NCIC and VCIN	II-15-7
	Additional Guidelines for Stolen Vehicle/Boat Part Entries	II-15-9
	Automatic Notification of Entry	II-15-6
	Benefits and Effectiveness Data	II-15-25
	Brand Names	II-15-9
	Canadian Vehicle Index Information	II-15-17
	Caution Indicators	II-15-2
	Category Code	II-15-10
	Criteria for Entry	II-15-1
	Criteria for Rejecting Duplicate Records	II-15-6
	Data Flow of Transactions into the VCIN and NCIC Files	II-15-2
	Definition of a Vehicle/Boat Part	II-15-1
	Engine Power or Displacement	II-15-10
	Image Capability	II-15-6
	Investigative Interest	II-15-6
	Linkage Data	II-15-10
	Message Field Codes and Edits	II-15-3
	Message Key Codes	II-15-2
	Miscellaneous Field	II-15-10
	Notify Originating Agency	II-15-10
	Owner-Applied Number	II-15-10
	Record Retention Period	II-15-3
	Serial Number	II-15-9
	Validations	II-15-3
MP.	Modify Stolen Vehicle/Part in NCIC and VCIN	II-15-11
	Additional Guidelines for Modify	II-15-12
QV.	Query all Vehicle Files in NCIC, VCIN	II-15-13
	Additional Guidelines for Inquiries	II-15-14
	Procedure for Handling a HIT (Positive Response)	II-15-15
LP.	Locate Stolen Vehicle/Boat Part in NCIC and VCIN	II-15-18
	Additional Guidelines for Locates	II-15-19
	Automatic Notification of Locate	II-15-20
CP.	Clear Stolen Vehicle/Part in NCIC and VCIN	II-15-21
	Additional Guidelines for Clear	II-15-22
XP.	Cancel Stolen Vehicle/Boat Part in NCIC and VCIN	II-15-23
	Additional Guidelines for Cancellation	II-15-24

Definition

A part is defined as any serially numbered component, which has been stolen from a vehicle or boat, and ownership documentation for a vehicle or boat.

Criteria for Entry

1. A stolen vehicle/boat part may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle/boat part stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record in NCIC has been entered by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.

2. A stolen vehicle identification number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File as stolen if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should not be entered in the Vehicle/Boat Part File but may be entered in the Article File.

3. All NCIC/VCIN entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency which has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own ORI in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the ORI File chapter of the NCIC Operating Manual.

    a. For officer safety and to increase the chance of recovery, the vehicle/boat part must be entered into the NCIC and VCIN wanted vehicle/boat part files.

    b. Entry must be made as soon as possible once the minimum data required for entry and the record documentation are available.

        1) Any additional data received after entry must be modified into the record.

        2) Any delay of entry should be documented in the report.

4. In addition, data of investigative interest pertaining to stolen vehicles/boat parts transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record.

Message Key (MKE) Codes

Message	MKE	Translation
Entry	EP	STOLEN VEHICLE/BOAT PART
Modify	MP	
Cancel	XP	
Inquiry	QV	
	ZV	
	QVB	
	QB	
	ZB	
Locate	LP	LOCATED VEHICLE/BOAT PART
Clear	CP	

Caution Indicators

If it is desired that a stolen vehicle/boat part be held for latent fingerprint examination, -P should be entered as part of the MKE, for example, EP-P, which translates as STOLEN VEHICLE/BOAT PART - HOLD FOR LATENTS.

Data Flow of Transactions into the VCIN and NCIC Files

1. When an agency enters or updates a Vehicle/Boat File record into the NCIC/VCIN systems, the transaction goes to the VCIN files first.

2. If the VCIN file finds no mistakes, VCIN will temporarily accept the transaction and forward a copy to NCIC files.

3. If NCIC finds no mistakes in the transaction, NCIC will send the acceptance message back to the entering agency and to the VCIN files, at which time VCIN files will make the update permanent..

4 If NCIC rejects the transaction, VCIN files will cancel the temporarily accepted transaction.

Record Retention Period

1. Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the balance of the year entered plus 4 years. Following this retention period, the records in the Vehicle/Boat Part File are retired. For example, a Vehicle/Boat Part File record entered in 2007 would be retired January 1, 2011.

2. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of the NCIC Operating Manual or File Transaction chapter of this manual.

Automatic Retirement

Vehicle/Boat Part File records will be retired ten days after they are located.

Validation

A portion of the Vehicle/Boat Part File records will be validated monthly as described in the Validation section of the File Transaction section of this manual.

Message Field Codes And Edits

Code	Field	Edits
BRA	Brand Name	Must be a valid NCIC assigned BRA or VMA code as listed in Vehicular or Boat Data Codes, *NCIC Code Manual*. If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
CAT	Category	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*. If the CAT is OB, then the VYR, the EPD, and the SER are mandatory.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) less than or equal to current date plus one day or equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
EPD	Engine Power or Displacement	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, *NCIC Code Manual*. May be one to four numerics followed by one alphabetic which must be C, H, I, L or P. This field can only be filled if the CAT is EN or OB. If the CAT is OB, then the EPD is mandatory.

IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be a V or an I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the system.
LKI	Linkage Agency Identifier	Must be a valid NCIC assigned ORI. The LKI and LKA cannot be identical to the ORI and OCA.
MIS	Miscellaneous	Must contain a description of the boat or vehicle part. If a generic BRA code is used, the MIS Field must include the manufacturer's name.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V for vehicle/boat part and R for Canadian Vehicle Index records) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if the field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating the stolen part in record being located. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. The fourth must be J for juvenile, or O for other missing person. The fifth character must be I or N for individual indexed or not indexed in NCIC. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.

OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. The OAN cannot be identical to the SER.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC assigned ORI.
RCA	Recovery Agency Case Number	Must not contain a single zero only, run of zeros only, alphabetic only, or the word NONE. The only valid special character is the hyphen. The first seven characters of the RCA cannot equal the first seven characters of the RRI.
RPP	Reason for Property Record Removal	Must be a valid NCIC assigned code as listed in the Introduction chapter of the NCIC Operating Manual or at the end of this section.
RRI	Recovering Agency	Must be a valid NCIC assigned ORI.
RSH	Related Search Hit	Must be Y or N.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. Cannot be identical to the OAN. If the CAT is OB, then the SER is mandatory.
VYR	Vehicle Year	If the CAT is OB, then the VYR is mandatory. If the year is unknown, UNKN must be entered.
VIC	VIC Number	A self-checking number consisting of an numeric character "1" followed by eight numeric characters which is automatically assigned by the VCIN computer to each accepted record.
VLN	Name of Validator	Any valid character representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the part when it was recovered. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of the property recovered in addition to the stolen part identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the stolen part which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Criteria for Rejecting Duplicate Records

1. If the OAN, OCA, and ORI Fields of a stolen vehicle/boat part message are the same the second entry will be rejected with the message REJECT ON FILE.

2. If the SER, BRA, CAT, and ORI Fields or the OAN, BRA, CAT, OCA, and ORI Fields of a stolen vehicle/boat are the same as those field codes of a part record already on file, the second record entry will be rejected.

3. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

Automatic Notification of Entry

1. When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen vehicle/boat part record (except VMA=AERO), NCIC will automatically notify the NICB through a $.8. administrative message.

2. If the VMA is AERO, NCIC will automatically notify the Department of Justice through a $.8. JUST/EPIC Aircraft administrative message.

3. Additional information on NCIC administrative messages can be found in the Introduction chapter of the NCIC Operating Manual.

Image Capability

1. The Image File chapter of the NCIC Operating Manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

INVESTIGATIVE INTEREST

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.

2. The Other Transactions chapter of the NCIC Operating Manual contains information regarding investigative interest supplemental records in NCIC files.

3. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records

Message Use

The "EP." message is utilized in entering data describing stolen vehicle identification number (VIN) plates, certificates of origin, title, engines, transmissions, and any other integral or component vehicle part, e.g., harrow, backhoe, carburetor, door, etc. Boat parts include inboard engines, outdrives, air propellers, outboard motors, certificates of origin, and certificate of title.

Format 255

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-4	CODE AS DEFINED IN *NCIC CODE MANUAL*
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	MANDATORY	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-15	ALPHABETIC
ENGINE POWER OR DISPLACEMENT	CONDITIONAL	EPD	2-5	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VEHICLE YEAR	CONDITIONAL	VYR	4-4	ALPHABETIC, NUMERIC

Requirements Listed as Conditional or Optional Set

1. When entering a vehicle/boat part you must have at least one numeric identifier, serial number or owner-applied number.

2. When the “Linking Agency Identifier” is used, the “Linking Case Number” must also be used.

Example:

EP.VAVSP01T1.123456.MROB.OB..20071105.1234K...PAINTED GRN/WHI MOD/2A62B..35H.
1995

1105 00052 1417 HFS
VCIN REPLY
VAVSP01T1

***** RECORD ENTERED *****

MKE/STOLEN VEHICLE/BOAT PART
ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I
SER/123456 BRA/MROB CAT/OB
DOT/20071105 OCA/1234K MIS/PAINTED GRN/WHI MOD/2A62B
VIC/103286773 DTE/20071105
***** END OF RECORD *****

MRI 52 IN: HFS 15 AT 05NOV2007 14:17 OUT: HOWL 3 AT 05NOV2007 14:17

1106 00051 1338 HFS
NCIC REPLY
VAVSP01T1
NIC/V370054530 SER/123456
OCA/1234K

MRI 51 IN: HFS 18 AT 06NOV2007 09:23 OUT: HOWL 4 AT 06NOV2007 13:38

Additional Guidelines for Entry

1. The agency entering the record must account for all fields in the Vehicle/Boat Part File record format. All available data should be entered when the original entry is made. If there is data known that do not fit into a specific data field, then the MIS Field should be used. The MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MP).

2. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. The mounted camper should be entered as a part (EP) with the same OCA as that in the Vehicle File truck record. Unmounted serialized campers should be entered as a part (EP) record. When a truck-mounted camper is not serialized, only a record for the truck should be entered in the Vehicle File with data in the MIS Field that describe the camper and statement that it was mounted on the truck at the time of theft.

3. When a stolen vehicle record is entered into NCIC, a vehicle/boat part record should not be entered when the part serial number has the same last eight characters as the VIN. When a stolen vehicle is partially located, users are encouraged to enter separate stolen part records for the unrecovered parts. In instances when a stolen vehicle part serial number does not have the same last eight characters as the VIN of the stolen vehicle, separate entries can be made into the Vehicle/Boat Part File.

4. SERIAL NUMBER (SER)

   When a stolen vehicle/boat part is entered, the serial number of the part must be entered in the SER Field. If an entry is for a stolen certificate of title, the title number should be entered in the SER Field. If the part is a nonmotorized forklift, the serial number should be entered in the SER Field. The vehicle identification number should be entered in the SER Field when the stolen part is a VIN plate. If the CAT is OB, then the SER is mandatory.

5. BRAND NAME (BRA)

   a. Valid brand name codes for vehicle/boat parts are listed in Vehicular Data Codes, *NCIC Code Manual*. Valid brand name codes for boat parts are listed in Boat Data Code, *NCIC Code Manual*. BMA codes cannot be used in the BRA Field of a boat part record. If the brand name for a part is not listed, the part may be entered using the generic code PART, listing the true manufacturer's name in the MIS Field.

   b. The BRA codes ENGN (engine) and TRMN (transmission) should be used for entry of stolen engines and transmissions manufactured by companies other than vehicle manufacturers. When the codes ENGN and TRMN are used in part records, the complete brand name must be entered in the MIS Field.

   c. For entry of a vehicle/boat part record for a stolen certificate of origin (CTO) or certificate of title (CTT), the BRA code for the manufacturer of the vehicle which is identified on the certificate should be used. For entry of a stolen blank CTO or CTT with a preassigned serial number, the BRA code CERF should be used. For entry of a stolen VIN plate, engine, or transmission, the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV, PLYM, etc., should be used. The same is true for any part entry for construction and/or farm and garden equipment such as a bucket/scoop or harrow. These should be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

6. CATEGORY (CAT)

   A valid two-character category code must be entered in the CAT Field of a stolen vehicle/boat part entry. Valid codes can be found in Vehicular Data Codes, NCIC Code Manual.

7. OWNER-APPLIED NUMBER (OAN)

   a. The OAN Field is a 20-character searchable field. If the record entry also contains a SER, it cannot be the same as the OAN.

   b. Another use of the OAN Field occurs when the stolen vehicle/boat part has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a SER.

8. LINKAGE DATA (LKI AND LKA)

   a. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which does not share the ORI and OCA of records associated with the same incident can enter the ORI and OCA of the associated records in the LKI and LKA Fields.

   b. In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields.

9. MISCELLANEOUS (MIS) DATA

   If a stolen vehicle/boat part entry contains either the code PART, ENGN, or TRMN in the BRA Field, the manufacturer's complete name must be entered in the MIS Field. A brief description of the part must also appear in the MIS Field as shown in the examples below:

CAR RECOVERED VIN PLATE MISSING	POWERGLIDE AUTOMATIC MISSING
ONLY VIN PLATE STOLEN	CERTIFICATE OF TITLE STOLEN

10. NOTIFY ORIGINATING AGENCY (NOA)

    When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle/boat part is known, Y should be entered into the NOA Field. Previously this was indicated by placing NOAH in the MIS Field. Currently, if NOA is left blank, the field will default to N.

11. ENGINE POWER OR DISPLACEMENT (EPD)

    a. The EPD Field may only be used for part entries when the CAT Field code is EN (engine) or OB (outboard motor). If the CAT is OB, then the SER is mandatory. The EPD Field is used to describe the size of the engine or motor, e.g., 750C for 750 cubic centimeters. Other units of measure are cubic inches -I, liters -L, horsepower -H, and pounds of thrust -P.

    b. When the engine power or displacement contains a fraction or decimal, the whole number should be placed in the EPD Field, and the whole number plus the fraction or decimal should be placed in the MIS Field.

12. VEHICLE YEAR (VYR)
    The VYR must represent the production (model) year during which the vehicle/boat part was manufactured. If the year of manufacture is unknown, the entering agency should enter UNKN. If the CAT is OB, then the VYR Field is mandatory.

Message Use

The "MP." message is utilized to add data to, delete data from, or change a portion of data which is a part of an active stolen vehicle/boat part record.

Format 258

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	MANDATORY	SER	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

Example:

MP.VAVSP01T1.SER/123456.VIC/103286773.OCA/1234K.VYR/1996

1106 00524 1426 HFS
VCIN REPLY
VAVSP01T1

SER/123456.VIC/103286773.OCA/1234K.VYR/1996.

***** MODIFY STOLEN PARTS - RECORD MODIFIED *****

MKE/STOLEN VEHICLE/BOAT PART
ORI/VAVSP01T1
SER/123456
VIC/103286773 OCA/1234K NIC/V370054530
***** END OF RECORD *****

MRI 524 IN: HFS 114 AT 06NOV2007 14:26 OUT: HOWL 6 AT 06NOV2007 14:26

1106 00526 1426 HFS
NCIC REPLY
VAVSP01T1
MODIFY SER/123456

MRI 526 IN: HFS 115 AT 06NOV2007 14:26 OUT: HOWL 7 AT 06NOV2007 14:26

Additional Guidelines for Modification

1. To delete data, the field code is followed by a slash, then a period.

    a. On the Open Fox Messenger terminal formatted screen, for modifying an entry, you have to put a asterisk (*) in the field you want to delete.

2. A vehicle/boat part record cannot be modified if the record is in a locate status (MKE/LOCATED PART).

Message Use

The "QV." affords VCIN users the capability of searching VCIN, CPIC, and NCIC files for wanted information in the following files: Vehicle, License Plates, and NCIC/VCIN Wanted/Missing Persons, Foreign Fugitive, Gang/Terrorist, Deported Felon, and U.S. Secret Service Protective Files provided a vehicle was part of the entry record.

Formats 266

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

Requirements for Inquiry

1. Inquiries can be made using the NIC, VIC, or VIN Fields. The VIN Field contains the OAN or SER information.

    a. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle, Vehicle/Boat Part File records and the VIN Field of all person records.

    b. An inquiry by NIC will search the NCIC files only and an inquiry by VIC will only search the VCIN files. A search by VIN field will search both NCIC and VCIN files.

Example:

QV.VAVSP0000.VIN/123456

1129 00020 0859 HFS
VCIN REPLY
VAVSP0000
RTYPE/HIT

MKE/STOLEN VEHICLE/BOAT PART

SER/123456 BRA/MROB CAT/OB MIS/PAINTED GRN/WHI MOD/2A62B
EPD/35H VYR/1996 DOT/20071105
VIC/103286773 OCA/1234K NIC/V370054530
DTE/20071105 DLU/20071106
** END OF RECORD - CONFIRM WITH ORI/VAVSP01T1 VIRGINIA STATE POLICE, DIVISION I

MRI 20 IN: HFS 6 AT 29NOV2007 08:59 OUT: HOWL 4 AT 29NOV2007 08:59

1129 00021 0902
NCIC REPLY

VAVSP0000
MKE/STOLEN PART
ORI/VAVSP01T1 SER/123456 BRA/MR0B CAT/0B
DOT/20071105
OCA/1234K
MIS/PAINTED GRN/WHI M0D/2A62B
EPD/35H VYR/1996
NIC/V370054530 DTE/20071106 0928 EST
ORI IS SP DIVISION 1 RICHMOND 804 553-3445
IMMED CONFIRM RECORD WITH ORI

MRI 21 IN: NC2S 2 AT 29NOV2007 09:00 OUT: HOWL 5 AT 29NOV2007 09:04

Additional Guidelines for Inquiry

1. RELATED SEARCH HIT (RSH)

    a. Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all records with the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA contained in the primary hit response.

    b. If the hit response contains more than ten secondary hit responses fron the NCIC computer, the following will be included in the hit response from the NCIC computer to indicate a file is being created with the additional hits.

        ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

    c. A $.B. message will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of the NCIC Operating Manual contains additional information on retrieving the file.

Procedures for Handling a Hit

1. Any agency which receives a record(s) in response to an NCIC/VCIN inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit from theNCIC/VCIN system: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order.

2. Confirming a hit means to contact the agency that entered the record to:

    a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;

    b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and

    c. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms and conditions of a protection order.

3. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

Priority 1: Urgent

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

Priority 2: Routine

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

4. After establishing the priority level, the agency should then follow these procedures:

    a. Upon receipt of a hit confirmation request (YQ), the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

    b. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to the VCIN Control Center and to the Control Terminal Officer “CTO” of the agency that originated the record by entering a “2” in the “RNO” field of the “YQ” format. The CTO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply with system standards. The CTO action must include canceling the record if the agency fails to confirm the HIT.

c. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the Control Terminal Agencies "CTAs" involved by entering a "3" in the "RNO" field of the "YQ" format. Failure on the part of any CTA to ensure such compliance will be brought to the attention of the NCIC Advisory Policy Board "APB."

5. The **formats and examples** for sending HIT request (YQ) and replies (YR) are located:

   a. Virginia = Administrative Message section of the VCIN Operating Manual.

   b. Out of State = NLETS section of the VCIN Operating Manual

6. Even if the initial confirmation is handled via telephone, the "YQ" and "YR" hit confirmation messages should be used for documentation.

7. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

8. Every agency upon taking a person into custody or recovering property, after confirming the hit, must place a locate on the corresponding NCIC and/or VCIN record(s).

Canadian Vehicle Index Information

1. NCIC maintains an interface with the Canadian Police Information Center (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. As with other NCIC responses, positive record responses must be confirmed with the originating agency.

2. Certain CPIC message fields and codes do not conform to NCIC formats; therefore, those specific fields will be omitted or adjusted where applicable. All inquiries that search the Vehicle File may generate responses from the CVI. A CVI record includes the following caveats: STOLEN VEHICLE IN CANADA; FELONY VEHICLE IN CANADA; or STOLEN PART IN CANADA; etc.

   Positive Response:

   1L01HEADER
   VA1012600
   RECORD NIC/R723005317 IS A CANADIAN VEHICLE/BOAT PART INDEX RECORD
   CONFIRM RECORD WITH ORI
   MKE/STOLEN PART IN CANADA
   ORI/MB1012600 SER/12345678 BRA/GMC CAT/MI
   OCA/ONDRE1234 CDE/20070110
   MIS/LEFT SIDE MIRROR W/DEFOGGER
   NIC/R723005317 DTE/20070129 0000 EST
   ORI IS ANYCITY, NAME OF PROVINCE, CANADA 333 555-1234
   REPEAT - THIS IS A CANADIAN RECORD - CONFIRM WITH THE
   ORIGINATING AGENCY IN CANADA

3. A positive record response from the CVI must be confirmed with the Canadian Originating Agency as indicated in the record response. Canadian agency names, addresses, and telephone numbers can be obtained through a QO inquiry. For additional details, the inquiring agency can conduct an inquiry (QV) of the CPIC Vehicle Files utilizing the National Law Enforcement Telecommunications System, Inc.

Message Use

The "LP." message is utilized to indicate (until the originating agency clears the record) that the stolen vehicle/boat part has been located. This message is sent by the agency that has located the stolen vehicle/boat part.

Format 270 For VCIN/NCIC entries Format 537 For out of state entries

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	MANDATORY	SER	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	CONDITIONAL	VIC	9-9	NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10-	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Requirements Listed as Conditional

1. When placing a locate on a vehicle/boat part, entered in the **VCIN** and **NCIC** system, you must use the **VIC** number when placing a locate.

2. When placing a locate on a vehicle/boat part, entered by an **out of state agency** in **NCIC** system, you must use the **NIC** number.

Example:

LP.VAVSP02T1.SER/123456.VIC/ 103286857.OCA/1234K.20071129.2007-201

1129 00183 1247 HFS
VCIN REPLY
VAVSP02T1

SER/123456.VIC/103286857.OCA/1234K.DOR/20071129.RCA/2007-201

***** LOCATE STOLEN PARTS - RECORD LOCATED *****

MKE/LOCATED STOLEN VEHICLE/BOAT PART
ORI/VAVSP01T1
SER/123456
VIC/103286857 OCA/1234K NIC/V510055711
***** END OF RECORD *****

MRI 183 IN: HFS 63 AT 29NOV2007 12:47 OUT: HOWL 22 AT 29NOV2007 12:47

1129 00186 1248 HFS
NCIC REPLY
VAVSP02T1
LOCATE SER/123456

MRI 186 IN: HFS 64 AT 29NOV2007 12:47 OUT: HOWL 24 AT 29NOV2007 12:48

Additional Guidelines for Locate Procedures

1. The FBI CJIS permits the NICB to locate an NCIC Vehicle/Boat Part File record (MKE/ LOCATED PART) when NICB receives information concerning the recovery of a stolen vehicle/boat part and an inquiry reveals that the NCIC record is in active status (MKE/STOLEN PART).

2. There are no locate procedures for CVI records.

3. Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the File Transaction section of this manual or the Introduction chapter of the NCIC Operating Manual.

Automatic Notification of Locate

1. When an agency places a locate against another agency's record, NCIC will automatically notify the entering agency through a $.L. administrative message.

2. NCIC will automatically search the appropriate NCIC databases for duplicate vehicle/boat part records. A $.D. administrative message will be sent to the ORI of the duplicate record.

Message Use

The "CP." message is utilized to clear stolen vehicle part from NCIC and VCIN files when the part has been recovered.

Format 299

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	MANDATORY	SER	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

Example:

CP.VAVSP01T1.SER/123456.VIC/103286773.OCA/1234K.20071129.VAVSP02T1.
2007-201

1129 00102 1056 HFS
VCIN REPLY
VAVSP01T1

SER/123456.VIC/103286773.OCA/1234K.DCL/20071129.RRI/VAVSP02T1.RCA/2007-201

***** CLEAR STOLEN PARTS - RECORD CLEARED *****

MKE/STOLEN VEHICLE/BOAT PART
ORI/VAVSP01T1
SER/123456
VIC/103286773 OCA/1234K NIC/V370054530
***** END OF RECORD *****

MRI 102 IN: HFS 32 AT 29NOV2007 10:56 OUT: HOWL 11 AT 29NOV2007 10:56

1129 00104 1057 HFS
NCIC REPLY
VAVSP01T1
CLEAR SER/123456

MRI 104 IN: HFS 33 AT 29NOV2007 10:56 OUT: HOWL 12 AT 29NOV2007 10:57

Additional Guidelines for Clear Procedures

1. If the agency that entered the record recovers the vehicle/boat part, only the date of recovery (which cannot be prior to the date of theft) must be entered following the three record identifiers. Additionally benefits and effectiveness data should be included.

2. If the Vehicle/Boat Part File record is located by an agency other than the entering agency and:

    a. The record being cleared is in a located status (MKE/LOCATED VEHICLE/ BOAT PART), only the date of clear would be entered following the two record identifiers.

    b. The record being cleared is in an active status (MKE/STOLEN VEHICLE/ BOAT PART), the date of clear followed by the recovering agency's identifier and the recovering agency's case number in this order without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

3. Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

    a. The benefits and effectiveness data codes are locate in the File Transaction section of this manual or in the Introduction section of the NCIC Operating Manual.

3. When a record is no longer in the VCIN Wanted Hot File System (HFS), and the record is still on file in the NCIC wanted file system, you must clear the record using the NIC number instead of the VIC number (GLINK format 545).

Message Use

The "XP." message is utilized to cancel stolen vehicle parts when the record is determined invalid. Not for use if the stolen part has been recovered.

Format 277

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	MANDATORY	SER	1-20	ALPHABETIC, NUMERIC
VCIN NUMBER	MANDATORY	VIC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

Example:

XP.VAVSP01T1.SER/123456.VIC/ 103286856.OCA/1234K.20071129

1129 00116 1105 HFS
VCIN REPLY
VAVSP01T1

SER/123456.VIC/103286856.OCA/1234K.DOC/20071129

***** CANCEL STOLEN PARTS - RECORD CANCELED *****

MKE/STOLEN VEHICLE/BOAT PART
ORI/VAVSP01T1
SER/123456
VIC/103286856 OCA/1234K NIC/V100055670
***** END OF RECORD *****

MRI 116 IN: HFS 38 AT 29NOV2007 11:05 OUT: HOWL 16 AT 29NOV2007 11:05

1129 00118 1107 HFS
NCIC REPLY
VAVSP01T1
CANCEL SER/123456

MRI 118 IN: HFS 39 AT 29NOV2007 11:05 OUT: HOWL 17 AT 29NOV2007 11:07

Additional Guidelines for Cancellation

1. Date of Cancellation (DOC) must be the current date or the current date minus one.

2. When a record is canceled in an NCIC format, the user is expected to enter the reason for property record removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation, the RPP value will be either CASE DROPPED or NOT STOLEN.

Benefits and Effectiveness Data

1. Benefits and effectiveness data is collected by the NCIC System to provide users with a means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction. Additional information can be found in the Other Transactions chapter.

2. Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.

3. When the NCIC System goes into statistics mode, the user will receive a $.S. STATISTICS MODE NOTIFICATION. While NCIC is in statistics mode, the user will be reminded to enter benefits data by receiving a $.R., TRANSMIT BENEFITS DATA NOTIFICATION, if benefits data was not included in the locate or clear transaction.

4. If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD). Additional details can be found in the Other Transactions chapter of this manual.

5. Property and Person: Locate and Clear Transactions

   Benefits data is not collected for serialized securities and articles. When a record is cleared, canceled, or located, the RPP (property) or RPS (person) should be provided in the transaction. This gives the reason for record removal. If not included in a clear or a locate transaction when the System is in statistics mode, the agency removing the record receives a $.R. notification and then must perform the CRBD or LRBD as defined above. If the RPP or the RPS Field is filled out, then additional fields may be entered. The rules for benefits data entry are summarized in the following table:

FIELD NAME	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE	POSSIBLE VALUES
Reason for Property Record Removal	RPP	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY RECOVERED
Reason for Person Record Removal	RPS	10-21	AN	HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY LOCATED PREVIOUSLY IDENTIFIED**
Persons Armed	PAR	1-1	N	Contains the Code 1, 2, or 3: 1 = Yes 2 = No 3 = Not Available. Can be entered only if RPS is entered.

Wanted/Missing Person Hit Results	HIT*	1-2	N	Can be one or two of the following: 1 = Subject arrested on charge in wanted person record 2 = Subject arrested on charge other than charge in hit record 3 = Detainer filed 4 = Held for extradition 5 = Held for another jurisdiction after confirmation of missing status*** 6 = Released - Wanting agency refused to extradite 7 = Released - Agency holding missing person report can provide no follow up in case of adult or where parents refuse to take custody of missing juvenile*** 8 = Released - Unable to confirm missing status*** 9 = Released - Unable to confirm wanted status Can be entered only if RPS is entered.
Number of Persons Apprehended	NPA*	1-3	N	Count of persons arrested as a result of recovering stolen article in record being located. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Number of Missing Persons Found	NPF*	1-20	AN	If missing persons are found as a result of solving this case, one or more of the following codes may be entered: nnn represents the number of occurrences: nnnJI: Juvenile indexed in NCIC nnnJN: Juvenile not indexed in NCIC nnnOI: Other missing person indexed in NCIC nnnON: Other missing person not indexed in NCIC Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Property	VNP*	1-8	N	Fair market value (in whole dollars) of the article when it was recovered. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under “Data Type” A= Alpha N= Numeric

Value of Other Recovered Property	VOR*	1-8	N	Fair market value (in whole dollars) of the property recovered in addition to the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
Value of Recovered Contraband	VRC	1-8	N	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

Under "Data Type" A= Alpha N= Numeric
*Not applicable to unidentified persons.
** Unidentified person only.
***Missing person only.

6. Property and Person: Cancel Transaction

When canceling a record, the user is expected to enter a field explaining the reason the record was canceled. The RPP Field or RPS Field can have one of the following values on a cancel transaction:

1. CASE DROPPED
2. NOT STOLEN (property only)
3. NOT MISSING (missing person only)
4. WARRANT DISMISSED (wanted person only)
5. NOT WANTED (wanted person only)
6. PREVIOUSLY IDENTIFIED (unidentified person only)

No other benefits data fields are included in a cancel transaction.

7. Related Search (RSH)

a. The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), NCIC conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.

b. Agencies, which have in the past reused the same OCA on multiple records, may elect NOT to set the RSH Y in an inquiry. The NCIC System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.

c. Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number, which is expanded to 20 characters in NCIC.

Page No.

Administrative Message Switching III-1
Formal Message
Definition III-1
One to Six Terminals III-8
Group III-11
Statewide Broadcast III-13

Informal Message
Definition III-1
Terminal to Terminal III-14

Caution Indicators III-2
Cancellations III-6
Death and Funeral Notice III-26
Descriptions of Persons III-5
Emergency Attempt to Locate Messages III-6
Inspection Sticker Data Request III-20

Fatality Summary Format III-16
Example III-18

Message Addressing III-1
Authority III-3
Content III-2
Numbering III-2
Time III-3
Use III-1

Positive Response (HIT) Confirmation for the wanted files in NCIC/VCIN:
Documentation of HIT Confirmation III-21
Request Format III-23
Example III-23
Field Codes and Explanation III-22
Reply Format III-25
Example III-26
Field Codes and Explanations III-24

Restrictions III-4
Virginia Emergency Operation Center III-19

Wanted Person Messages Felonies III-7
Misdemeanors III-7

AM.
ADMINISTRATIVE MESSAGES (Switching)

VCIN makes available to users two types of administrative message switching; point-to-point and multi-point. Point-to-point is defined as destined to only one terminal within the VCIN network. Multi-point is defined as being destined for either a predefined group, or up to six individual terminals or all terminals within the network.

MESSAGE USE

The "AM" message is utilized to distribute messages of an offense nature that do not meet NCIC and VCIN criteria for entry; i.e., burglary and robbery (known or unknown persons), etc., as well as to distribute general information, i.e., accident location, fatal accident reports to SPHQ, attempt to locate, missing juveniles, endangered, disability, involuntary missing persons, catastrophe victims, weather information, etc.

Formal Administrative Message

A formal administrative message "AM" is a message that carries a number assigned by the sending agency and is retained in file as long as the case is active. They are sent on criminal offenses, request for assistance from other agencies, and replies to other agencies' formal requests.

Informal Administrative Message

An informal administrative message "AM" is an unnumbered message which is used to transmit routine police information to one or more agencies, i.e., vehicle crashes or contact information. Since the messages are not numbered, it is not necessary to retain them for filing purposes.

MESSAGE ADDRESSING

VCIN terminal addresses are listed in Section I.

Messages may be transmitted to any station, group, or broadcast by using the appropriate address code. This may be done at the discretion of the investigating department.

Broadcast messages should not be transmitted if they concern vehicles, persons, or property that are acceptable for entry into NCIC and VCIN unless unusual circumstances exist.

Refer to group and broadcast pages of this section for guidelines on sending group and broadcast messages.

MESSAGE NUMBERING

Each VCIN station should number its formal administrative messages in numerical order beginning with number "one" on the first day of January each year, except all messages sent regarding the same case will retain the original message number. Special prefixes or suffixes may be added to the number if desired.

(a) All inquiries for police information should be transmitted as a formal numbered message. Replies to such inquiries should also be a formal numbered message and reference should be made to the inquiring message number and its date.

(b) Administrative messages utilized to distribute messages of an offense nature that do not meet NCIC and VCIN criteria for the automated files should also be formally numbered messages. Any messages revising or canceling of such messages should bear the original message number and its date.

(c) If for any reason a free text message is dispatched as a BCST in connection with an NCIC or VCIN entry, the message must be a formally numbered "AM" type message.

MESSAGE CONTENT

The text of the message will be as brief and concise as possible.

Extreme care should be exercised in regard to accuracy of information and the inclusion of essential elements when transmitting messages; i.e., identification makes, serial and license numbers should be verified for accuracy. Essential elements are "warrant on file," "warrant will be issued," "will extradite" (when appropriate), necessary recovery information when stolen or abandoned out-of-state vehicles are checked, "next of kin notified" in fatality reports, etc. Example messages should be followed carefully.

(a) Abbreviations

Any standard abbreviation may be used in administrative messages; however an abbreviation should not be used if recognition by the receiving party is questionable.

(b) Signal Ten Codes

Signal Ten Codes must not be used because they are not standard codes throughout the law enforcement community.

(c) Use of fractions

Numbers and slant bar will be used in making fractions.

(d) If the message includes information that is related to officer safety (e.g., **armed and dangerous**) this phrase should be placed at the top of the message on its own line in order to highlight it.

MESSAGE AUTHORITY

Messages requesting the apprehension of persons or in any manner dealing with a criminal case must originate from a duly constituted law enforcement agency. All administrative messages must bear the authority of the transmitting agency. The agency's four character terminal address will not be used as the authority. Those agencies transmitting administrative messages for agencies which do not have teletype terminals must list that agency in the message as the sender, (Example: /S/ PD Tappahannock) directly above their own authority.

MESSAGE TIME

In the interest of uniformity and to avoid possible confusion and errors, the following will apply to the use of time in all messages:

(a) Daylight Saving Time will be used during the period beginning at 2:00 a.m. on the first Sunday in April, and ending 2:00 a.m. on the last Sunday in October. Eastern Standard Time will be used the balance of the year.

(b) The twenty-four-hour clock (Military Time) will be used in all messages.

RESTRICTIONS FOR ADMINISTRATIVE MESSAGES

The system shall not be used for the following types of messages:

1. No social announcements. This includes novelty holiday greetings, retirement announcements, convention notices, etc. (This restriction does not include law enforcement conventions held for the purposes of planning, research, and training.)

2. No recruiting of personnel.

3. Messages in which the complainant is interested only in the recovery of property.

4. No attempts to locate vehicle (breach of trust) without a theft report or warrant. For the protection of the arresting officer, messages should not be dispatched until a warrant is secured.

5. No transmission of subpoenas.

6. Use of vehicle registration or driver's license information obtained via VCIN is limited to Criminal Justice Agency or DMV purposes only. This restriction does not prohibit a police officer from furnishing vehicle registration information to a towing or storage service when the service is towing or storing the vehicle at the direction of the officer.

7. Messages which do not pertain to official Criminal Justice Agency activity.

Administrative messages must be concise, complete in content, and clear in meaning to any receiving agency.

DESCRIPTION OF PERSONS

(a) The description of persons should contain information in the order set forth on the standard description form. The sequence should be followed although all items may not be available. Items 4, 5, and 6 will be given as a series of numbers, omitting the words 'age,' 'height,' and 'weight,' i.e., 54-5-10-160:

Item #1 - Name (Full name and aliases should be listed.)
Item #2 - Sex
Item #3 - Race
Item #4 - Age (DOB preferred if available)
Item #5 - Height in feet and inches - (No fractions)
Item #6 - Weight
Item #7 - Hair (Include color, partial baldness, wavy, straight, etc.)
Item #8 - Eyes (color)
Item #9 - Complexion (Fair, light, dark, medium, etc.)
Item #10 - Physical (Scars, marks, tattoos, glasses, physical defects, including amputations)
Item #11 - Clothing (Complete description of clothing)

(b) In "AM" messages, certain items are abbreviated as follows:

Item #2 - Sex is abbreviated “M” for male, “F” for female.
Item #3 - Race is abbreviated: “W” White, “B” Black, “I” American Indian or Alaskan Native, “A” Asian or Pacific Islander, “U” Unknown.
Item #4 - Are listed as a series of numbers separated by dashes. The following is an example of the
5 and 6 use of abbreviations, describing a white male, 57 years of age, 5’ 8" tall, weighing 160 lbs.: M-W-DOB April 10, 1912-5-8-160.

When items 4, 5, and 6 are unknown, approximates may be listed as follows: M-W-57-60-5-8-9-160-170. This would indicate that the subject is 57 to 60 years of age, 5'8" or 9" tall, and weighs 160 to 170 pounds.

EMERGENCY ATTEMPT TO LOCATE MESSAGES

Requests for location of persons will be handled in connection with serious illness or death; however, in other bona fide emergencies, requests may be handled when it is in the public interest. Requests for location of persons in connection with business matters will not be handled.

FORMAT

AM.A1,A2.

MESSAGE NUMBER ORI AGENCY NAME DATE
TO ALL STATIONS

SUBJECT:
VEHICLE:
ROUTES OF TRAVEL:
MISCELLANEOUS :

/S/ SENDING OFFICER
AUTH SENDING AGENCY OPERATORS NAME TIME

Example

AM.SP03,AMSO,LEOC,APSO,CHET,SP01.

2003-150 VAVSP0100 SP RICHMOND VA 07-21-2003
TO ALL STATIONS

SUBJECT: ATTEMPT TO LOCATE JOHN DOE

VEHICLE: 1994 FORD THUNDERBIRD, COLOR/BLUE, BEARING VA LIC/ABC-123

ROUTES OF TRAVEL: RTS. 360 - 307 - 460

MISCELLANEOUS : SUBJECT LEFT RICHMOND AT 0900 THIS DATE ENROUTE TO LYNCHBURG. IF LOCATED ADVISE SUBJECT TO RETURN TO RICHMOND REFERENCE DEATH OF HIS MOTHER.

/S/TPR.J.L.JONES
AUTH SP RICHMOND VA ADAMS 0945 EDT

CANCELLATIONS

(a) "Attempt to Locate" messages are considered inactive after five days; however, they are not canceled except on specific request or if located within four hours.

FORMAL WANTED PERSONS ADMINISTRATIVE MESSAGES

Felonies:

Messages which request the apprehension of persons must state the specific crime for which the person is wanted, the date of offense, and must state whether the originating agency has a warrant on file and will extradite. In the case of known persons, a warrant must be on file, except in cases of emergency where it would be in the interest of public safety or would assist in the immediate apprehension of a fleeing violator.

In such emergencies, messages will be handled with the statement, "Warrant will be issued," with the understanding that a warrant is to be secured and placed on file as soon as practical and additional information transmitted advising that the warrant has been secured. Messages which state, "Will not extradite," will be transmitted to Virginia stations only. The rule regarding extradition does not apply to Federal cases.

Misdemeanors:

In compliance with Section 19.2-81 of the Code of Virginia, messages requesting the apprehension of persons charged with misdemeanors will not be handled over the communications system unless the following requirements has been met:

(1) A valid warrant must be on file charging a specific crime in Virginia.

Messages which request apprehension of persons charged with unauthorized use must state the value of the vehicle. If value is less than $200.00, the offense will be a misdemeanor and all requirements must be met.

Misdemeanor messages will normally be transmitted to Virginia stations only. Out-of-state messages must include the statement, "Will extradite."

Formal Administrative Message:

AM.A1,A2,A3,A4,A5,A6.

Message Number ORI Number Date
TO (Name of agency to receive message)

(2 Line Feeds)

BODY OF MESSAGE

(2 Line Feeds)

AUTH (Complete Auth) (Oper Last Name) (Time) EDT or EST
(6 Line Feeds at end of message)

Example:

AM.RIC1,PETE,HNR1.

2003-101 VA0430100 7-17-2003
TO PD RICHMOND, PD PETERSBURG

WARRANTS ON FILE DATED 7-15-03 CHARGING GRAND LARCENY AND BURGLARY FOR DAVID ADAM SMITH M-W-DOB/08-16-42,5-8,160,BLACK,BLUE. PLEASE CHECK LAST KNOWN ADDRESSES 5269 MIDLOTHIAN TURNPIKE AND 6901 CLAYMORE STREET, PETERSBURG, VA. SUBJECT ENTERED VCIN/NCIC.

/S/ SGT W. G. SMITH
AUTH PD HENRICO CO SMITH 0910 EST

Special Notes

1. A1 through A6 = Terminal address 1 through 6.
2. All formal messages must be numbered and should be retained in an active file until cleared or canceled.

Formal Message (Added, Correction, Cancel, or Reply)

AM.A1,A2,A3,A4,A5,A6.

Message Number ORI Number Date (ADDED, CORRECTION, CANCEL, OR REPLY)
TO (Name of agency to receive message)

(2 Line Feeds)

BODY OF MESSAGE

(2 Line Feeds)

AUTH (Complete Auth) (Oper Last Name) (Time) EDT or EST
(6 Line Feeds at end of message)

Example:

AM.HNR1,PETE.

246-2003 VA1190000 7-17-2003 REPLY
TO PD HENRICO CO.

REFERENCE MESSAGE 2002-101 DATED 7-1-02

SUBJECT JOHN ADAM JONES M-W-DOB/08-16-42 ARRESTED THIS DATE BY OUR OFFICERS AND HELD AT PETERSBURG JAIL.

AUTH PD PETERSBURG JONES 1355 EST

AM.RIC1,PETE,HNR1.

2003-101 VA0430100 7-17-2003 CANCEL
TO PD RICHMOND, PD PETERSBURG VA

REFERENCE MESSAGE 2002-101 DATED 7-6-2003

SUBJECT JOHN ADAM JONES M-W-DOB/08-16-42 ARRESTED BY PD PETERSBURG THIS DATE.

AUTH PD HENRICO CO MOORE 1145 EST

Special Notes

1. A1 thru A6 = Terminal address 1 thru 6.
2. Originating agency must use the same original message number on all added, clear, cancel, reply, or correction messages sent in connection with the original message.
3. It is the responsibility of each station to check periodically on active formal messages and transmit cancellations when property has been recovered and persons have been apprehended or located.

Formal Administrative Group Messages

Formal administrative group messages may be sent to an agency's own group, combination of groups, or separate terminal address(es) for a maximum of six addresses. This procedure will result in all VCIN terminals within the coded group(s), and all terminals addressed separately, receiving a copy of the group message.

All messages must conform to the formats and examples on page III-9 or III-13.

All restrictions on formal administrative messages apply to the administrative group messages.

Messages concerning offenses such as burglary, robbery, etc., which were committed by unknown person or persons and do not meet the NCIC and VCIN criteria may be handled by a formally numbered "AM" message. These messages may be directed to the station's group if desired, but they will not be broadcast state-wide unless there are other circumstances involved which would justify it.

Example:

AM.VCN5.
146 VA1280000 7-17-2003
TO VCN5 GROUP

WARRANT WILL BE ISSUED BY PD VA BEACH VA CHARGING BURGLARY AND GRAND LARCENY FOR UNKNOWN SUBJECT OR SUBJECTS, NO DESCRIPTION, WHO BROKE AND ENTERED THE RESIDENCE OF MRS. FRANK SMITH 1436 KING RD VA BEACH, DURING NIGHT OF 7-16-2003, TAKING LARGE QUANTITY OF JEWELRY AND SILVERWARE.

2 LADIES DIAMOND WRIST WATCHES VALUE $1800.00
2 MENS WRIST WATCHES VALUE 1250.00
1 LADIES RUBY PIN VALUE 1500.00
3 PAIR PEARL EARRINGS VALUE 1250.00
2 GOLD BRACELETS VALUE 1125.00
1 DIAMOND NECKLACE VALUE 2750.00
8 PLACE SETTINGS AND OTHER ASSORTED SILVERWARE VALUE $8000.00

A COMPLETE ITEMIZED LIST IS ON FILE AND MAY BE OBTAINED FROM AUTH UPON REQUEST TOTAL VALUE $24,275.00

AUTH VA BEACH PD BEARD 0800 EST

Formal Administrative Offense Messages

AM.Destination Address.

MESSAGE NUMBER ORI DATE
TO (NAME OF AGENCY TO RECEIVE MESSAGE)

CAUTION: (Use this line for information relating to officer's safety)
OFFENSE :
LOCATION:
DATE : TIME:
SUSPECT :or ACCUSED
VEHICLE :
MISC. :

WARRANTS:

/S/SENDING OFFICER
AUTH SENDING AGENCY OPERATOR TIME EDT

Example:

AM.VCN1.

2003-401 VAVSP0100 7-1-2003
TO VCN1 GROUP

CAUTION: ARMED WITH A SAWEDOFF SHOTGUN
OFFENSE : ARMED ROBBERY
LOCATION: EXXON SERVICE STATION PARHAM AND I-95
DATE : 7-1-03 TIME:1455 EDT
SUSPECT : SEX/M.RAC/W.AGE/APPROX.35.HGT/5-9.
WGT/160.HAI/BRO.EYE/BRO.COMPLEXION/DARK
EAGLE TATTOO RIGHT ARM.LAST SEEN WEARING
BLUE JEANS AND WHITE SHIRT.
VEHICLE : 1999 FORD MUSTANG, RED IN COLOR,BEARING VA LIC/FPX
LAST 3 DIGITS UNKNOWN.
MISC. :DIRECTION OF TRAVEL UNKNOWN.

WARRANTS:WILL BE ISSUED CHARGING ARMED ROBBERY

/S/TROOPER J.T.LAW
AUTH STATE POLICE RICHMOND VA SMITH 1507 EDT

STATEWIDE BROADCAST (BCST)

VCIN stations desiring to disseminate information to all points will transmit the message by using the AM.BCST. address. The message may be broadcasted simultaneously to all stations, if:

A. It contains elements of a formal administrative message, (Page III-1, 2, & 3).

B. It conforms to the approved message format, (Page III-9 or III-13).

C. It meets criteria for statewide broadcast. Criteria is determined by the following:

1. All restrictions on formal administrative messages, (Page III-4) apply to the administrative statewide broadcast requests with the following additions:

(a) "BCST" messages will not be dispatched in connection with NCIC and VCIN entries unless unusual circumstances prevail.

(b) "BCST" messages concerning armed or dangerous persons may be acceptable for statewide broadcast depending upon the circumstances.

(c) Robberies, burglaries, etc., committed by unknown persons will not be dispatched (BCST) unless unusual circumstances prevail.

(d) "BCST" messages should not be transmitted concerning runaways unless unusual circumstances exist. The missing person file for juveniles (EMJ), point to point and group messages, should be utilized in handling runaway cases.

These rules are not intended to be restrictive and prohibit a station from sending a message to all stations if the situation requires it. They are intended to control unnecessary "all points" traffic in an effort to avoid overloading the system and preventing immediate access to the information contained in the central files.

Statewide broadcasts should be held to an absolute minimum and never be sent when a group message will suffice.

INFORMAL ADMINISTRATIVE MESSAGE

All restrictions on formal administrative messages apply to the informal administrative messages with the following additions:

(a) Informal administrative messages will not be transmitted to groups or BCST except status messages on the VCIN system transmitted by VCIN Control Center.

(b) Messages concerning temporary out of service status of individual terminals must not be transmitted by group message, i.e., paper or ribbon changes.

(c) Informal messages concerning requests for assistance on VCIN problems, terminal addresses, state codes, or other information should be directed to the VCIN Control Center and not transmitted to a group.

INFORMAL MESSAGE

AM.A1,A2.

TO (Name of agency to receive message)

(2 Line Feeds)

BODY OF MESSAGE

(2 Line Feeds)

AUTH (Complete Authority) (Operator Last Name) (Time) EDT or EST
(6 Line Feeds at end of message)

Examples:

AM.HNRO,RIC1.

TO PD HENRICO CO

WE HAVE A REPORT OF VEHICLE CRASH ON ROUTE 1
5 MILES NORTH OF RICHMOND CITY LIMITS.

AUTH PD RICHMOND BRISTON 1100 EDT

AM.RIC1,HNRO.

TO PD RICHMOND

ADVISE OFFICER K. J. KELLAM TO CONTACT SGT. KING AT
OUR DEPT. AT HIS EARLIEST CONVENIENCE.

AUTH PD HENRICO CO SMITH 1536 EDT

Fatality Summary Format

Fatal crash messages, which are transmitted, to the control center at SPHQ should contain the following information:

1. Name of person killed. (First, Middle(s), Last Name followed by suffix if applicable)
2. Address of person killed.
3. Sex of person killed.
4. Race of person killed.
5. Age of person killed.
6. Whether person killed was driver, passenger or pedestrian.
7. Whether person killed was a member of the Armed Forces; if so, the branch. (Army, Navy, Air Force, Marines, or Coast Guard)
8. Date, time and place death of each victim (At scene, enroute to hospital, at hospital (name and location).

   NOTE: 1 through 8 must be listed for each victim.

9. Date and time crash occurred.
10. Route number or street name, distance and direction from nearest intersecting route or street.
11. County or City in which crash occurred.
12. Make and model of each vehicle involved in the fatal crash. Also, the fatality vehicle(s) must be identified in the message.
13. Type of road surface. (Concrete, blacktop, brick, gravel, dirt, etc.)
14. Number of lanes of highway. (Two, three, four, four-divided, six- divided, etc.)
15. Name of driver of one vehicle involved. (For reference purpose, it is necessary that the name of the driver of one vehicle involved be listed, preferably one in which a death occurred.)
16. Whether or not next of kin has been notified. (Explain unusual circumstances.)
17. Whether alcohol was a factor. (Yes, No, Unknown).

18. Whether victim was using seat belt. (Yes, No, Undetermined)

19. Was motorcycle operator wearing a helmet? (Yes, No, or N/A)

20. Was the motorcycle passenger wearing a helmet? (Yes, No, or N/A)

21. Whether there was a violation of law. (Yes, No, Pending)

    If yes, list the likely violation (Example: Reckless Driving, Fail to Yield Right of Way, Driving Under Influence, etc.). Charges do not have to be formalized.

22. Brief description of crash.

23. Name of the investigating officer.

SPECIAL NOTE

1. As soon as practical after 12 midnight, a "BCST" will be transmitted from VCIN Control Center listing a FATALITY SUMMARY for the previous twenty-four hour period.

2. Line 21refers to the violation(s) of law that was the direct causative factor in the crash, regardless of charges placed or not placed as a result of the investigation.

Messages may be transmitted by listing information beside KEY number.

Example

AM.CMD1,RIC1.

1632 VA1220000 1-17-2006
TO SPHQ

FATAL CRASH REPORT

1 JOHN ROBERT SMITH
2 1452 W. FRANKLIN ST RICHMOND VA
3 MALE
4 WHITE
5 25
6 PASSENGER
7 YES AIR FORCE
8 01/17/2006 0800 Scene of Accident

1 EDWARD BRUCE JOHNSON
2 1268 W. GRACE ST RICHMOND VA
3 MALE
4 WHITE
5 23
6 PASSENGER
7 NO
8 01/17/2006 0900 RICHMOND MEMORIAL HOSPITAL

9 01/17/2006 0800
10 COMMERCE RD 300 FT SOUTH OF BELLS ROAD
11 RICHMOND CITY
12 CHEVROLET-IMPALA-FATALITY VEHICLE,
PONTIAC-CATALINA,
KENWORTH-TRACTOR
13 BLACKTOP
14 TWO
15 JOSEPH LYNN LANE
16 YES
17 YES
18 NO
19 N/A
20 N/A
21 YES DRIVING UNDER INFLUENCE
22 Vehicle #1 stopped in roadway, vehicle #2 rear ended vehicle #1 and
vehicle #3 rear ended vehicle #2.

23 PATROLMAN G. L. LYNN

AUTH PD RICHMOND SMITH 1025 EST

VIRGINIA EMERGENCY OPERATION CENTER ATTACK WARNING

The Virginia Emergency Operation Center has been designated the primary warning point and State Police Administrative Headquarters the secondary state warning point in the event there is an attack upon the United States. Upon receipt of an Attack Warning over the National Warning System, a "BCST" containing a prepared warning message will be dispatched to all terminal points on the VIRGINIA CRIMINAL INFORMATION NETWORK.

Example of an attack warning teletype message is as follows:

AM.CMD1,VEOC.
1463-Q VEOC 07/17/2003
TO STATEWIDE BROADCAST

THIS IS AN ATTACK WARNING. REPEAT. THIS IS AN ATTACK WARNING.

ALL STATIONS WILL NOTIFY VEOC OFFICIALS ON THEIR CALL LISTS THAT PROTECTIVE ACTION SHOULD BE TAKEN AT ONCE.

AUTH VA EMERGENCY OPERATION CENTER EIB 1105 EST

The call lists and other instructions will be furnished to all stations and the State Police by the Virginia Emergency Operation Center.

Inspection Sticker Data

Information on Virginia inspection stickers (license number, VIN, type of vehicle, who inspected vehicle, etc.) may be obtained by sending a formal administrative message (AM) to CMD1 or by calling 804-674-6775.

The message must contain the serial number on sticker including the letter prefix.

This is a manual file, operational 0830 to 1700, Monday through Friday, closed weekends and holidays.

Example:

AM.CMD1.
2005-201 VA0430100 01-17-2005
TO INSPECTION STICKER FILES

REQUEST DATA ON VA INSPECTION STICKER LARGE NUMBER 8 SERIAL NUMBER A1234567.

AUTH PD HENRICO CO SMITH 1140 EDT

Special Notes

Stolen information may be obtained by using format in NCIC Article file, page 5-0-A of the NCIC Manual.

POSITIVE RESPONSE (HIT) CONFIRMATION FOR THE WANTED FILES IN NCIC/VCIN

The agency that obtained the "HIT" has the ability to designate to the entering agency one of two priorities for confirmation.

Priority 1: Urgent

Confirm the hit within ten (10) minutes. In those instances when the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, the highest level of priority should be specified.

Each agency must within the designated time frame furnish to an agency requesting a record confirmation, a response indicating a positive or negative confirmation or notice of a specific amount of time necessary to provide a response to the request for record confirmation.

Priority 2: Routine

Confirm the hit within one hour. Generally this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

Each agency must within the designated time frame furnish to an agency requesting a record confirmation, a response indicating a positive or negative confirmation or a notice of a specific amount of time necessary to provide a response to the request for record confirmation.

Shared Responsibility

Although a hit confirmation request relies primarily on the cooperation of the entering agency, the agency making the request also should provide as much information in the proper format to assure an efficient exchange of information. This also includes using the priority designation appropriately. Although it may seem easier to make everything a high priority, it will defeat the purpose of this change. Agencies are encouraged to use the lower priority when an immediate response is not necessary. It will make the entire process more efficient and responsive.

Documentation of HIT Confirmation

The "YQ" and "YR" formatted messages should be used for documentation, even if the initial confirmation is handled by a telephone call.

Field Codes and Explanation for (YQ) Request for HIT Confirmation:

Field	Length	Explanation
RTY (Request Type)	2	Request Types permitted: SV = Stolen/Felony Vehicle WP = Wanted Person PO = Protective Order MP = Missing Person SL = Stolen License Plate(s) SG = Stolen Gun SA = Stolen Article SS = Stolen Security SB = Stolen Boat SP = Stolen Part
RNO (Request number)	1	Request Number (1, 2, or 3)
PRI (Priority Designation)	1	U = Urgent, R = Routine
OCA (Originating Case #)	20	Originating Agency Case Number
NIC (NCIC Number) VIC (VCIN Number)	10 9	The NCIC/VCIN assigned numbers for the person or property you received a positive response (HIT) on.

The field codes, edits, and field lengths are the same as the wanted files for the reference fields .i.e., VIN for vehicle identification number and you are allowed 20 spaces same as the wanted files.

RNA (Requester)	30	Name of requesting officer
RAG (Agency name)	30	Name and type of agency, example: PD Chesterfield CO
PHO (Agency phone number)	10	Telephone number of agency requesting confirmation of HIT (Optional field)
EXT (Telephone extension #)	4	Telephone extension number (Optional field)
FAX (FAX Number)	10	FAX number of the agency requesting the HIT be confirmed (Optional field)
CTO (Court Order Number)	20	Number on the court order (Optional field)
WNO (Warrant number)	20	Number on the warrant (Optional field)
REM (Remarks from sending apprehending agency)	500	Up to 500 characters for the agency to advise the entering agency information about the apprehension (Optional field)

YQ.
Request for HIT Confirmation

Format:

YQ.RECEIVING TERMINAL,SENDING TERMINAL.

RTY/ .RNO/ .PRI/ .
OCA/ .NIC/ .VIC/ .

(stolen/felony vehicle) - LIC/ .and/or VIN/ .(VYR/).(VMA/).
(wanted person) - NAM/ .DOB/ .(SEX/).
(protective order) - NAM/ .DOB/ .(SEX/).
(missing person) - NAM/ .DOB/ .(SEX/).
(stolen license plate) - LIC/ .LIS/ .(LIY/).(LIT/).
(stolen gun) - SER/ .CAL/ .MAK/ .(MOD/) .
(stolen article) - TYP/ .SER/ (BRA/) .
(stolen security) - TYP/ .SER/ .(DEN/) .
(stolen boat) - REG/ .and/or BHN/ .(BMA/) .
(stolen part) - SER/ .(BRA/) .(CAT/) .
RNA/ .RAG/ .
(PHO/) .(EXT/) .(FAX/) .
(CTO/ .(WNO/) .
(REM/)

If the entry is not in NCIC, leave the NIC blank. If the entry is in NCIC, but not in VCIN, leave the VIC field blank. All fields not in parentheses are required.

Example of your message to VCIN

YQ.FRFC,CHET.

RTY/WP.RNO/1.PRI/U.
OCA/941234567.NIC/W123456789.VIC/200123589.
NAM/LONGERBEAM,LEROY R.DOB/042245.SEX/M.
RNA/SGT J B LAW.RAG/PD CHESTERFIELD CO.
PHO/8047481251.FAX/8047481200.
REM/SUBJECT STOPPED FOR TRAFFIC VIOLATION

Example of your message from VCIN to receiving terminal

1101 12345 0230 CHET
YQ.FRFC.

****HIT CONFIRMATION REQUEST - FIRST NOTICE ****
****RESPONSE PRIORITY: URGENT! RESPOND WITHIN 10 MINUTES****

OCA/941234567.NIC/W123456789.VIC/200123589.

WANTED PERSON

NAM/LONGERBEAM,LEROY R.DOB/042245.SEX/M

NAME OF REQUESTER:SGT J B LAW.AGENCY NAME:PD CHESTERFIELD CO.
PHONE:(804)748-1251.
FAX:(804)748-1200.
REM/SUBJECT STOPPED FOR TRAFFIC VIOLATION

Field Codes and Explanation for (YR) Reply to a Request for HIT Confirmation message:

Field	Length	Explanation
RTY (Request Type)	2	Request Types permitted: SV = Stolen Vehicle WP = Wanted Person PO = Protective Order MP = Missing Person SL = Stolen License Plate(s) SG = Stolen Gun SA = Stolen Article SS = Stolen Security SB = Stolen Boat SP = Stolen Part
CON (Confirmation Status)	1	Y - Yes N - No P - In process of being confirmed E - Valid but awaiting a decision on extradition
HRS (Hours)	3	Hours to complete confirmation of record. (Required when CON = "E" or "P")
OCA (Originating Case #)	20	Originating Agency Case Number
NIC (NCIC Number) VIC (VCIN Number)	10 9	The NCIC/VCIN assigned numbers for the person or property you received a positive response (HIT) on.

The field codes, edits, and field lengths are the same as the wanted files for the reference fields,.i.e., VIN for vehicle identification number and you are allowed 20 spaces same as the wanted files.

CNA (Name of Confirmer)	30	Name of person confirming HIT
CAG (Name of Confirming Agency)	30	Name and type of agency
PHO (Agency phone number)	10	Telephone number of agency confirming HIT (Optional field)
EXT (Telephone extension #)	4	Telephone extension number (Optional field)
FAX (FAX Number)	10	Confirming agency FAX number (Optional field)
CTO (Court Order Number)	20	Number on the court order (Optional field)
WNO (Warrant number)	20	Number on the warrant (Optional field)
REM (Remarks from sending agency)	500	Up to 500 characters for the agency to advise the apprehending agency information about the entry (optional field)

YR.
RESPONSE TO HIT CONFIRMATION REQUEST (YR)

FORMAT

YR.RECEIVING TERMINAL,SENDING TERMINAL.

RTY/ .CON/ .HRS/ .
OCA/ .NIC/ .VIC/ .

(stolen/felony vehicle) - LIC/ .and/or VIN/ .(VYR/).(VMA/).
(wanted person) - NAM/ .DOB/ .(SEX/).
(protective order) - NAM/ .DOB/ .(SEX/).
(missing person) - NAM/ .DOB/ .(SEX/).
(stolen license plate) - LIC/ .LIS/ .(LIY/).(LIT/).
(stolen gun) - SER/ .CAL/ .MAK/ .(MOD/) .
(stolen article) - TYP/ .SER/ (BRA/) .
(stolen security) - TYP/ .SER/ .(DEN/) .
(stolen boat) - REG/ .and/or BHN/ .(BMA/) .
(stolen part) - SER/ .(BRA/) .(CAT/) .
CNA/ .CAG/ .
(PHO/) .(EXT/) .(FAX/) .
(CTO/) .(WNO/) .
(REM/)

If the entry is not in NCIC, leave the NIC blank. If the entry is in NCIC, but not in VCIN, leave the VIC field blank. All fields not in parentheses are required.

Example of your message to VCIN.

YR.PWLM,FRFC.

RTY/SV.CON/Y.
OCA/942425261.NIC/V123456789.VIC/123456789.

LIC/FPX302.VIN/123456789.VYR/70.VMA/PONT.
CNA/DET J B OUTLAW.CAG/PD FAIRFAX CO.
PHO/7033233344.FAX/7033231205.
REM/VEHICLE STILL WANTED, PLEASE HOLD FOR PRINTS

Example of your message from VCIN to receiving Terminal.

1101 12345 0700 FRFC
YR.PWLM

****HIT CONFIRMATION RESPONSE****

THE RECORD BELOW:IS CONFIRMED

STOLEN VEHICLE
OCA/942425261.NIC/V123456789.VIC/123456789.

LIC/FPX302.VIN/123456789.VYR/70.VMA/PONT.
NAME OF CONFIRMER:DET J B OUTLAW.CONFIRMING AGENCY:PD FAIRFAX CO.
PHONE:(515)272-3322.FAX:(804)748-1200.
REM/VEHICLE STILL WANTED, PLEASE HOLD FOR PRINTS

DEATH AND FUNERAL NOTICE

In rare instances it may be appropriate to send a death or funeral notice. In these instances the following format should be used:

Format

AM.DESTINATION ADDRESS.
TXT
MESSAGE NUMBER SENDING AGENCY NAME DATE
TO (DESTINATION AGENCY'S NAME)

(2 LINE FEEDS)

NAME:
AGENCY:
CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATE:
DATE OF DEATH:
LINE OF DUTY (Y OR N):
DATE OF FUNERAL:
LOCATION OF FUNERAL:
PREVIOUS CRIMINAL AGENCIES EMPLOYED:
FOR ADDITIONAL INFORMATION CONTACT:
TELEPHONE NUMBER:

(2 LINE FEEDS)

/S/ (SENT BY THE REQUEST OF)
AUTH (COMPLETE AUTHORITY) (OPERATOR'S NAME) TIME (EDT OR EST)

Example

AM.VCN5.
TXT
2002-201 PD SOMERSET VA 11-17-2002
TO AGENCIES IN VCN5 GROUP

NAME: GEORGE ADAM SMITH
AGENCY: PD SOMERSET VA
CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATE: MEMBER OF NATIONAL CHIEFS OF POLICE AND FOP
DATE OF DEATH: 11172002
LINE OF DUTY: YES
DATE AND TIME OF FUNERAL: 11-19-2002 1300
LOCATION OF FUNERAL: CENTRAL BAPTIST CHURCH, 1811 MAIN ST, SOMERSET VA
PREVIOUS CRIMINAL AGENCIES EMPLOYED: NONE
FOR ADDITIONAL INFORMATION CONTACT: CAPTAIN J R JONES
TELEPHONE: 804-323-1234

/S/ CAPTAIN J R JONES
AUTH PD SOMERSET VA DUKES 1140 EST

Page No.

Administrative Messages Point to Point (AM) IV-11
Statewide Broadcast (AM) IV-13
Regional Broadcast (AM) IV-14
National Broadcast (AM) IV-17

ATF NATIONAL TRACING CENTER IV-159

Automated ORI File
Inquiry by ORI IV-41
Inquiry by Location IV-43
Inquiry by Federal Code IV-46

Boat Inquiry (BQ) IV-26
Canadian Interface IV-80
Caution Indicators IV-9

Commercial Vehicle Information IV-176

Concealed Weapons Permit Information Exchange System (CWQ) IV-164

Criminal History IV-27
Logging of Secondary Disseminations of Criminal History IV-27
Purpose Codes IV-31
Query Out of State Index File (IQ) IV-28
Reply to "AQ" (AR) IV-32
Request for Record (FQ) IV-29
Supplemental/Local Record Check (AQ) IV-30

Death and Funeral Notice IV-48
Description of System IV-1
Driver License Inquiry (DQ) IV-21
Driver History Inquiry (KQ) IV-23
Error Messages IV-37
Extended Routing - Optional Control Field IV-7

FAA/TECS Aircraft Tracking System (ACTS) IV-49
Field Codes IV-49
Inquiry for Translation of Codes IV-50
Inquiry by Registration Number IV-51
Inquiry by Date Range IV-52

FAA Aircraft Registration System (ACRS) IV-53
Field Codes IV-53
Inquiry by Name IV-54
Inquiry by Registration IV-55
Inquiry by Serial Number IV-56

Hazardous Material Inquiry (MQ) IV-64
Homeland Security (HS) IV-162

***** Continued on next page *****

Page No.
Interpol Inquiries (IP) IV-166
License Plate Reader IV-187
Law Enforcement Support Center (IAQ) IV-152

Law Enforcement only Message (AML) IV-163
Message Addressing IV-4
- Authority IV-9
- Content IV-9
- Length IV-9
- Numbering IV-9
- Routing IV-4
- Time IV-9
- Types IV-3

National Center for Missing and Exploited Children IV-79
National Drug Pointer Index (NDPIX) File IV-160
National Help Program (AM) IV-35
National Insurance Crime Bureau IV-66
Output Header IV-6

Parole, Probation, and Corrections Inquiry (PPQ,PCQ,PBQ,PAQ) IV-141

Positive Response (HIT) Confirmation for the wanted files in NCIC:
- Documentation of HIT Confirmation IV-57
- Request Format (YQ) IV-59
- Example IV-59
- Field Codes and Explanations IV-58
- Reply Format (YR) IV-62
- Example IV-62
- Field Codes and Explanations IV-61

Restrictions IV-2
Regional Group Addresses IV-15
Road and Weather Inquiry (HQ) IV-33
Sex Offender Registration Transactions (SOQ/SOR) IV-145
Sex Offender Relocation Notification (SON) IV-150
Service Messages IV-40
Snowmobile (SQ) IV-25
State Control Terminal ORI's IV-10
State and Local Law Enforcement Officers (LEO) Flying Armed IV-182
Telephone Access to Social Security Information IV-65
Use of System IV-2
Vehicle Registration Inquiry (RQ) IV-19
Vehicle Registration Inquiry by Name (RNQ) IV-20

DESCRIPTION OF SYSTEM

NLETS is supported by a duplex computer system located in Phoenix, Arizona, with the capability to receive, store, and forward message traffic from and to its user agencies. Message traffic includes free form administrative data from one point to one or more points. In addition, it includes inquiries into state motor vehicle, driver license, criminal history, and other state data bases.

NLETS users are criminal justice agencies located in all fifty states, the District of Columbia, Puerto Rico, Virgin Islands, and NCIC. These lines terminate directly into a state computer system. Virginia has a high speed 2400 baud line terminating into the VCIN computer.

In each state an agency is defined as the control terminal agency such as the Department of State Police in Virginia. This agency is responsible for maintaining operational surveillance over the state end of the line and for providing dissemination services in and out of the NLETS network.

All messages are routed using the standard NCIC Agency Identification (ORI) code.

When inquiry data is sent to a particular state, it is the state's responsibility to handle the inquiry on a manual or automated basis and to return the appropriate response as quickly as possible.

All formats for message headers, control characters, inquiry inputs and responses, control/status messages, and error messages are fixed format.

Message Retention

NLETS receives, stores, and forwards messages. In the event that an intended receiving terminal is prepared to receive, messages are sent immediately. If the receiving terminal or system is inoperable, the sending terminal is notified and NLETS will periodically attempt to transmit the message. Normally all messages are held on queue until the receiving state is back in service, however, if a user is going to be down for an extended period of time, they may request to be placed on remove status. This means that messages sent to that user will not be stored. Rather, they will be returned to the sender with a notification that the user is down. The message must then be resent after the sender is notified that the destination has returned to service.

USE OF SYSTEM

All traffic over the System must be in the prescribed message form. Unnecessary, superfluous messages are prohibited.

RESTRICTIONS

A. The system must not be used for the following types of messages:

1. Social announcements; i.e., Christmas messages, retirements, or convention notices.

2. Personnel recruitment messages.

3. Messages in which the complainant is interested only in the recovery of property.

4. Attempts to locate vehicle (breach of trust) without warrant. For the protection of the arresting officer, messages should not be dispatched until a warrant is secured.

5. Excessively long messages.

6. Transmission of subpoenas.

7. Messages not pertaining to official Criminal Justice business.

8. Incomplete messages (insufficient information).

9. Informal messages.

10. Training messages that include the name of the company that is providing the training unless the company is not-for-profit and is providing a direct service to law enforcement.

B. Use of vehicle registration or drivers license information, obtained via NLETS, is limited to law enforcement, criminal justice, or DMV purposes only. Curiosity inquiries are forbidden. This restriction does not prohibit a police officer from furnishing vehicle registration information to a towing or storage service when the service is towing or storing the vehicle at the direction of the officer.

C. Out of state criminal history may be released to criminal justice agencies only. Requests by non-criminal justice agencies or individuals must be referred to the state of record to obtain a copy.

D. Requests for criminal history record information will not be transmitted with an administrative message. Message key codes IQ, FQ, and AQ must be used.

MESSAGE TYPES

All messages must be prefixed by a message type code. Message type is always two to four characters and it is followed by a period (.). The message types are as follows:

ACQ	CVIS query on commercial carrier
ACR	CVIS response on commercial carrier
AM	Administrative message
AQ	Criminal History inquiry
AR	Criminal History response
AVQ	CVIS query on comm. Vehicle
AVR	CVIS response on comm. Vehicle.
BQ	Boat Registration Inquiry
BR	Boat Registration reply
CAQ	Canadian Stolen Article inquiry
CAR	Canadian Stolen Article reply
CBQ	Canadian Stolen Boat/Motor inquiry
CBR	Canadian Stolen Boat/Motor reply
CGQ	Canadian Stolen Gun inquiry
CGR	Canadian Stolen Gun reply
CR	Triple I response from NCIC
CSQ	Canadian Stolen Securities inquiry
CSR	Canadian Stolen Security response
DEA	Response from NDPIX entry
DEX	Enter National Drug Pointer Index Record
DNQ	Driver query by name only
DNR	Driver response from name inquiry
DQ	Driver inquiry
DR	Driver response
DRA	Response from NDPIX on renew request
DRG	Driver group req. response
DRX	Renew record in NDPIX
DTA	Response from NDPIX for on-line report
DTX	Request to NDPIX for on-line report
DUA	Response from NDPIX update
DUX	NDPIX Update to existing record
ER	Error Message
FCC	Cancel an IFTA record
FEC	Enter an IFTA record
FQ	CHRI Inquiry
FQC	IFTA query
FQN	IFTA Contact File query
FQR	IFTA response
FR	CRI Response
FRN	IFTA Contact File response
GQ	FAA Aircraft Registration inquiry
GR	FAA Aircraft Registration reply
HQ	Road/Weather inquiry
HR	Road/Weather response
HS	Homeland Security
IAQ	INS Law Enforcement Support Center
IAQ	INS's LESC query
IAR	INS's LESC response
IQ	CHRI inquiry
IR	CHRI response
JQ	FAA Tracking request
JR	FAA Tracking reply
KQ	Driver History request
KR	Driver History reply
MQ	Hazardous Material inquiry response
MR	Hazardous Material reply
NAQ	Query all NCIB Files
NAR	Response to a NAQ
NIQ	Query Impound/Export File
NIR	Response to a NIQ
PAQ	Parole/Prob/Correction inquiry
PAR	Parole/Prob/Correction reply
PBQ	Probation File inquiry
PBR	Probation File reply
PCQ	Corrections File inquiry
PCR	Corrections File reply
PPQ	Parole File inquiry
PPR	Parole File reply
RQ	Registration inquiry
RR	Registration reply
RRG	Registration group reply
SM	Status Message
SON	Sex Offender Relocation Notification
SOQ	Sex Offender Reg. Inquiry
SOR	Sex Offender Reg. Reply
SQ	Snowmobile inquiry
SR	Snowmobile reply
TQ	ORI inquiry
TR	ORI reply
UQ	Canadian Driver License inquiry
UR	Canadian Driver License reply
VNQ	Vehicle Registration by Name inquiry
VNR	Vehicle Registration by Name reply
VQ	Canadian Stolen Vehicle inquiry
VR	Canadian Stolen Vehicle response
WQ	Canadian Wanted Person inquiry
WR	Canadian Wanted Person reply
XQ	Canadian Vehicle Registration inquiry
XR	Canadian Vehicle Registration reply
YQ	Hit Confirmation request
YR	HIT Confirmation reply

MESSAGE ROUTING

All outgoing "AM" messages will be reviewed and forwarded only if they meet the basic criteria for NLETS traffic. All other outgoing messages are routed automatically by the VCIN computer to NLETS.

All incoming messages are forwarded automatically by the VCIN computer to the addressed agency.

Incoming "AM" messages improperly addressed or addressed to Virginia agencies which do not have a VCIN terminal will be routed to the terminal which normally handles that agency's traffic or to the nearest State Police Division terminal for delivery.

MESSAGE ADDRESSING

All messages must be routed or addressed by using the appropriate NCIC Agency Identification (ORI) code. These may be found in the NCIC Agency Identifiers Manual. The complete nine character ORI as shown in the manual must be used. Exception: Agencies may utilize the last two characters of their ORI for special individual terminal identification within their agencies. When replying to an inquiry, the reply must be addressed to the exact ORI contained in the original message.

Many states will use the ORI address as a means of directly routing messages to terminals on their state systems. Automatic routing of data base inquiries and computer generated responses is one of the goals of the NLETS network. Strict attention must be paid to the complete nine characters ORI.

All messages must be addressed exactly as follows:

AM. Message Example:

AM.VA1220000.FL0130000.
TXT (SEE NOTE)

Explanation:

VCIN Outgoing NLETS Routing Code

AM.VA1220000.FL0130000.

Message type _____
Agency sending the message _____
Agency addressed to receive the message _____

NOTE:

1. A special set of characters (TXT) is used to denote the beginning of the text field or the beginning of the inquiry data elements for all NLETS messages.

2. An agency desiring a copy of their own outgoing NLETS message must not include their own terminal ORI in the message header for that purpose.

3. An agency desiring a copy of their outgoing NLETS message to go to a Virginia agency must not include that agency's ORI in the message header for that purpose. Refer to Administrative Message section of this manual for sending messages within Virginia.

AM. Message Example (Multiple Destinations)

To send a message to more than one agency, enter multiple ORI's separated by a comma. A message may be sent to a maximum of five locations. They may be in different states.

Example:

AM.VA1220000.NC0710200,PA1280000.
TXT

Explanation:

VCIN Outgoing NLETS Routing Code

AM.VA1220000.NC0710200,PA1280000.

Message type _____
Agency sending the message _____
Agencies addressed to receive the message _____

RQ. Message Example:

RQ.VA1050000.MD.
TXT

Explanation:

VCIN Outgoing NLETS Routing Code

RQ.VA1050000.MD.

Message type _____
Agency sending the message _____
Agency addressed to receive the message _____

DQ. Message Example:

DQ.VAVSP0100.NC.
TXT

Explanation:

VCIN Outgoing NLETS Routing Code

DQ.VAVSP0100.NC.

Message type _____
Agency sending the message _____
Agency addressed to receive the message _____

SPECIAL NOTE:

All "RQ" and "DQ" messages are addressed to the two character abbreviation of the receiving state. These abbreviations are the first two characters contained in the state NCIC ORI's.

OUTPUT HEADER

All messages relayed through the NLETS network will contain an output message header.

Example:

AM. FRFC.	Line
AM.AZ0071100	(1)
09 00 05/31/98 00325	(2)
09 01 05/31/98 00001 VA0290100	(3)
* TERM050000	(4) - (Optional Use)

Explanation:

Line 1 AM.AZ0071100

Message type _____
Agency sending the message _____

Line 2 09 00 05/31/98 00325

Time received by NLETS computer _____
Date received _____
Number of messages received today from input line _____

Line 3 09 01 05/31/98 00001 VA0290100

Time sent by NLETS computer _____
Date sent _____
Number of messages sent today to addressed line _____
Agency addressed in message (receiving ORI) _____

Line 4 (Optional Use) *TERM050000

Optional control field used by sending agency to identify a specific terminal, person, or police section. _____

EXTENDED ROUTING - (OPTIONAL CONTROL FIELD)

The first seven characters of the ORI provide a unique address for each law enforcement agency in the United States. The identification of precincts, substations, or other terminal locations within a single agency may be provided for by assigning specific numbers as the last two characters of the ORI. By providing this level of definition, the NCIC ORI code can be used to identify and address individual terminals on the state systems and/or on computer systems within a state such as county or metropolitan systems.

NLETS has also provided its users with a "Control Field" in the message which will be returned to the user in all responses to the original message. This field may be used to carry additional information, to identify specific terminals, or for whatever purpose the user may desire, such as identifying the officer requesting dispatch of the message.

The "Control Field" is always prefixed by an ASTERISK "*" and is always ten characters in length. The field must be suffixed by zeros if it is not a full ten characters.

If the "Control Field" is contained in an incoming message, it must be returned with the reply.

Example:

"AM" message as received by a Virginia station containing "Control Field"

0117 45322 0310 CMD1
AM. RIC1.
AM.GA0250300
01 08 01/17/2006 01432
01 09 01/17/2006 01573 VA1220000
*TERM050000
TXT
14 PD SAVANNAH GA 01/17/2006
PD RICHMOND VA

WARRANTS ON FILE SINCE 01/17/2006 CHARGING MURDER FOR ROSCOE P. JONES M-W-DOB/08-16-42,5-9,160,BLACK HAIR AND BROWN EYES. SUBJECT MAY BE HEADED FOR 122 WEST BROAD STREET, RICHMOND.

WILL EXTRADITE

AUTH PD SAVANNAH GA SMITH 1330 EDT

Virginia Station's Reply using the incoming "Control Field"

AM.VA1220000.GA0250300.*TERM050000.
TXT

729 PD RICHMOND VA 01-17-2006REPLY
TO PD SAVANNAH GA

REF MSG 14 DATED 01-17-2006

SUBJECT ROSCOE P. JONES HAS BEEN APPREHENDED AND WILL
WAIVE EXTRADITION. SUBJECT BEING HELD AT RICHMOND
CITY JAIL.

AUTH PD RICHMOND VA JONES 1355 EDT

"RQ" message sent by a Virginia Station using "Control Field"

RQ.VAVSP0300.AZ.*UNIT443000. (Any ten character field - left justified)
TXT
LIC/LJB934.LIY/2007.LIT/PC

(Registration Response)
"RR" received by Virginia Station containing "Control Field"

0112 45223 2210 CMD1
RR.SP03.
RR.AZ0000000
01 09 01/12/2006 01432
01 09 01/12/2006 01573 VAVSP0300
*UNIT443000
TXT
LIC/LJB934.LIY/2007.LIT/PC.
VIN/478413872. VYR/79. VMA/PONT. VMO/BON. VST/4D.
VCO/WHI/RED
GUNN, GEORGE A
1425 ENCANTO BLVD, PHOENIX, AZ
GUNN, CATHY
1425 ENCANTO BLVD, PHOENIX, AZ

MESSAGE LENGTH

The total input or output message length may not exceed 14,700 characters. If a message exceeds the length restriction, it should be transmitted as separate messages with each message identified with its segment of the overall message (i.e., PAGE 1 of 3, 2 of 3, and 3 of 3.)

MESSAGE NUMBERING

All NLETS administrative messages must be numbered. (Refer to message numbering in the Administrative Message section.)

MESSAGE CONTENT

The name of the crime should be clearly specified and if warrant has or will be issued. Also, extradition information must be included. The text of NLETS messages must be as brief and concise as possible. Expressions such as "ARREST AND HOLD," "HOLD FOR INVESTIGATION," "HOLD AND NOTIFY," "DETAIN FOR THIS DEPARTMENT," "WANTED AS SUSPECT," etc., should not be used. (Refer to message content in the Administrative Message section.)

MESSAGE AUTHORITY

All NLETS messages must bear the authority of the agency which is transmitting the message. (Refer to message authority in the Administrative Message section.)

MESSAGE TIME

All NLETS messages must bear the time the message was transmitted. (Refer to message time in the Administrative Message section.)

Caution Indicators in a Message

If the administrative message includes information that is related to officer safety (e.g., armed and dangerous) this phrase should be placed at the front of the message on its own line to highlight it.

STATE CONTROL TERMINAL ORI'S

Alaska	AK	Naval Investigative Svc.	DN
Alabama	AL	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Department of Justice	DJ	North Dakota	ND
Department of State	DS	Ohio	OH
District of Columbia (MPD only)	DC	Oklahoma	OK
		Oregon	OR
Florida	FL	Pennsylvania	PA
Georgia	GA	Postal Inspection Svc.	PS
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	U. S. Marshals' Svc.	MR
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY
Montana	MT		

American Samoa AM (Department of Public Safety)

FBI - NCIC FB (Used only for administrative messages concerning NCIC matters)

TECS TC (Treasury Enforcement Communications System Center)

NLETS - Control Terminal NL0000000

SPECIAL NOTES:

1. To address a message to individual law enforcement agencies, the full nine character ORI is required. This would also apply to treasury agencies under the TECS system.

POINT TO POINT MESSAGE FORMATS

The following message formats for NLETS "AM" messages used by law enforcement agencies must be followed exactly. The body of the "AM" administrative message is free text.

FORMAL ADMINISTRATIVE MESSAGE FORMAT

AM.SENDING ORI.A1,A2,A3,A4,A5.
TXT

Message Number SENDING AGENCY NAME Date
TO (Name of agency to receive message)

(2 Line Feeds)

BODY OF MESSAGE

(2 Line Feeds)

AUTH (Complete Auth) (Oper Last Name) (Time) EDT or EST
(6 Line Feeds at end of message)

NOTE: A1 Thru A5 = ADDRESS 1 THRU ADDRESS 5

EXAMPLE

AM.VA1220000.NC0320100.
TXT

2003-201 PD RICHMOND VA 07-17-2003
TO PD DURHAM NORTH CAROLINA

WARRANTS ON FILE SINCE 7-17-2003 CHARGING GRAND LARCENY FOR JOHN ADAM SMITH M W DOB/09-16-50 5-9 160 BLACK HAIR,BLUE EYES. SUBJECT'S LAST KNOWN ADDRESS WAS 1567 ROBIN HOOD ROAD, DURHAM NORTH CAROLINA.
PLEASE CHECK AND ADVISE.

WILL EXTRADITE

AUTH PD RICHMOND VA DUKES 1600 EDT

FORMAL ADMINISTRATIVE MESSAGE (ADDED, CORRECTION, CANCEL, OR REPLY)

AM.SENDING ORI.A1,A2,A3,A4,A5.
TXT
MESSAGE NUMBER SENDING AGENCY'S NAME DATE (ADDED,CORRECTION,
TO (AGENCY NAME THAT MESSAGE IS ADDRESSED TO) CANCEL,OR REPLY)

(2 LINE FEEDS)

REF (MESSAGE NUMBER OF ORIGINAL MESSAGE AND DATE IT WAS SENT)

(1 LINE FEED)

BODY OF MESSAGE

(2 Line Feeds)

AUTH (Complete Auth) (Oper Last Name) (Time) EDT or EST
(6 Line Feeds at end of message)

EXAMPLE

AM.VA1220010.NC0320100.
TXT
2003-201 PD RICHMOND VA 07-17-2003 CANCEL
TO PD DURHAM,NC

REF MSG 2003-201 DATED 07-17-2003

SUBJECT JOHN ADAM SMITH ARRESTED BY THIS DEPT ON
07-17-2003.

AUTH PD RICHMOND VA DUKES 1555 EDT

SPECIAL NOTES:

1. Agency will retain same message number on added, correction, cancel, or reply that was assigned to original message.

APB - STATEWIDE BROADCAST

A statewide broadcast is an administrative message "AM" sent to a state control terminal requesting the state to send an APB within that state.

The receiving state will check the message and determine if it will be "BCST" or to whom it will be sent. It is not done automatically.

All formats of the "AM" message apply with the following additions:

1. The words "REQUEST FOR STATEWIDE BROADCAST" must follow the "TXT."

2. This message is always addressed to the state control terminal, therefore the two-character ORI (state code) must be used.

RESTRICTIONS:

All restrictions of an "AM" message apply with the following addition.

1. Wanted persons/property messages must have additional pertinent information other than what can be entered into the wanted files before the message is considered worthy of state-wide broadcast.

EXAMPLE:

AM.VA1280000.NC.
TXT

REQUEST FOR STATEWIDE BROADCAST
743 PD VIRGINIA BEACH 07-17-2003
TO NORTH CAROLINA

WARRANTS ON FILE SINCE 07-16-2003 CHARGING ARMED
ROBBERY FOR TIMOTHY SWEENEY M W DOB/10-21-56
5-10 185. DRIVING A 1975 FORD 2DR 1984 VA LICENSE
BUR-143. BELIEVE ENROUTE TO SOUTHWESTERN NORTH CAROLINA

WILL EXTRADITE

AUTH PD VIRGINIA BEACH VA SMITH 1000 EDT

APB - REGIONAL BROADCAST

A regional broadcast is an administrative message "AM" sent requesting a broadcast within the states comprising the two-character regional code used. There may be up to five destination addresses used in each message. They may be a mixture of regional, state two character codes or nine character ORI's.

In addition, Regional Broadcasts as well as multiple destination messages may be sent to states announcing seminars or training sessions of interest to law enforcement or criminal justice agencies. These types of messages should be restricted to states within the sender's geographic proximity.

The receiving state will check the message and determine if it will be "BCST" or to whom it will be sent. It is not done automatically.

All formats of the "AM" message apply with the following additions:

1. The words "REQUEST FOR REGIONAL BROADCAST" must follow the "TXT."

RESTRICTIONS

All restrictions of an "AM" message apply with the following additions:

1. Routine messages regarding stolen vehicles, stolen property, and wanted persons which are to be entered in the wanted files cannot be sent to a region unless unusual circumstances prevail.

REGIONAL BROADCAST EXAMPLE

AM.VA0290100.A1,GA,FL.
TXT

REQUEST FOR REGIONAL BROADCAST
2003-301 PD FAIRFAX CO VA 07-17-03
TO REGION A, GA,FL.

ATTEMPT TO LOCATE WILLIAM JOHN ADAMS M W 56 YRS OLD DRIVING 1978 OLDSMOBILE SILVER/BLUE IN COLOR,BEARING 2004 VA ATK-209.SUBJECT TRAVELING I-95 TO BALTIMORE, THEN SOUTH ON I-95 TO JACKSONVILLE, FLORIDA. IF LOCATED HAVE SUBJECT CONTACT WIFE REFERENCE DEATH IN FAMILY.

AUTH PD FAIRFAX CO VA SMITH 1615 EDT

SPECIAL NOTE:

1. The addressing used in the above message would direct the NLETS computer to send it to all the states in the A1 region as well as the states of Georgia and Florida.

REGIONAL GROUP ADDRESSES

Following is a list of the eight regions and states within each region and also the two-character codes to be used in addressing the regions:

Region A (Code is "A1")

Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont
FBI
Postal Inspection Svc.

Region B (Code is "B1")

Delaware
District of Columbia
Maryland
New Jersey
New York
Pennsylvania
FBI
Postal Inspection Svc.

Region C (Code is "C1")

Kentucky
North Carolina
Tennessee
South Carolina
Virginia
West Virginia
FBI
Main Justice (DOJ)

Region D (Code is "D1")

Alabama
Arkansas
Florida
Georgia
Louisiana
Mississippi
Puerto Rico
FBI

Region E (Code is "E1")

Indiana
Illinois
Michigan
Missouri
Ohio
Wisconsin
FBI

Region F (Code is "F1")

Iowa
Minnesota
Montana
Nebraska
North Dakota
South Dakota
Wyoming
FBI

Region G (Code is "G1")

Arizona
Colorado
Kansas
New Mexico
Oklahoma
Texas
Utah
FBI TECS (Treasury System)

Region H (Code is "H1")

Alaska
California
Hawaii
Idaho
Nevada
Oregon
Washington

SPECIAL NOTES:

1. The Department of Treasury, Air Force OSI, and NCIC has users in all states; therefore, every regional broadcast message will be sent to them. They will be responsible for further dissemination.

APB - NATIONAL BROADCAST

A National Broadcast is an administrative message "AM" transmitted through the NLETS Control Terminal using the destination ORI of "AP" to all State Control Terminals.

Each State Control center will check the message and determine if it meets the criteria or is of interest for a statewide broadcast in that state, before it is sent.

All formats of the "AM" message apply with the following additions:

1. The words "REQUEST FOR NATIONAL BROADCAST" will immediately follow the TXT characters.

2. The destination ORI of "AP" must always be used in this type message.

Restrictions

NLETS' policy places the following restrictions on the sending of APBs nationwide.

The restrictions may be waived only if unusual circumstances prevail.

1. No message regarding wanted subjects or vehicles if they can be entered into NCIC.

2. No attempt to locate messages.

3. No reply only if records. (ROIRS)

4. No reply only if wanted. (ROIWS)

5. No runaways.

6. No missing persons.

7. No seminar, training class or convention announcements. Training and seminar announcements may be sent via Regional broadcast codes to states in geographic proximity of the sender.

The following are guidelines to the preceding waived rules:

1. Any information that is pertinent to a criminal investigation that would be of interest to all states and cannot be entered into the wanted files may be broadcast to all NLETS user control terminals.

2. Messages regarding kidnapping, skyjacking, and other serious criminal acts may be broadcast to all NLETS user control terminals to be distributed as they see fit. Agencies should keep messages as brief as possible.

3. Wanted persons/Property messages must have additional pertinent information other than what can be entered into the wanted files before the message is considered worthy of nationwide broadcast.

Example: (National Broadcast Header)

AM.VA0990020.AP.
TXT
REQUEST NATIONAL BROADCAST

2003-499 PD ALEXANDRIA VA 07-17-2003
TO ALL STATES

(2 Line Feeds)

BODY OF MESSAGE

(2 Line Feeds)

AUTH PD ALEXANDRIA VA JONES 1510 EDT

VEHICLE REGISTRATION INQUIRY

Example: 340 and 341

RQ.VA1220010.NC.
TXT
LIC/DW1234.LIY/2007.LIT/PC (OR) VIN/12456732

Detailed RQ/RR Specifications

LINE 1 - NLETS address - Message type "RQ" followed by a period. Sender's ORI VA1220010., followed by a period. Destination state's two character ORI NC., followed by a period.

LINE 2 - The three characters TXT must always be used.

LINE 3 - LIC/ followed by license plate number and period. LIY/ followed by expiration year of license and a period. LIT/ followed by license type. Period not used after last field.

OR

VIN/ followed by vehicle identification number. Period not used after last field.

SPECIAL NOTES:

1. The "RQ" message and the exact format must be used for all LIC and VIN checks.

2. The above format will give the registration information and wanted status on out of state registered vehicles.

3. RQ request may be sent up to five state codes or a regional code when the state of registry is unknown.

4. Diplomatic License Plates registration information is housed in the U.S. Customs computer system. To obtain registration information on these plates, send RQ to destination code "US."

5. Vehicle make and year must be included on inquiry by VIN for the state of Missouri.

6. Replies to "RQ" messages will be returned by some states as "AM" messages in free text form. Others who have direct on-line access by NLETS to their vehicle files will return the reply as a "RR" message in fixed format.

7. U.S. Government vehicle registration information is available through the GSA computer system. The registration will start with a G, followed by seven numeric digits; send RQ to destination code "GS". The “LIY” field will always be the current year and the “LIT” field will always be “PC.”

8. If additional information is needed and it was not included in the reply, an administrative message may then be sent. These administrative messages should use the following standardized ORIs.

VEHICLE LICENSE DATA XXLIC0000
VEHICLE IDENTIFICATION DATA XXVIN0000
XX is the 2 position state destination code

VEHICLE REGISTRATION INQUIRY by Name and DOB

Example

RNQ.VA1220010.AZ.
TXT
NAM/STRINGBEAN,LEROY.DOB/19510105

DETAILED RNQ/RNR SPECIFICATIONS

The format for a vehicle registration inquiry by name only is presented below. Note that the message key is different than a normal vehicle registration query.

LINE 1 - NLETS address - Message type "RNQ" followed by a period. Sender's ORI VA1220010., followed by a period. Destination state's two-character ORI NC., followed by a period.

LINE 2 - The three characters TXT must always be used.

LINE 3 - NAM/ followed by surname, first and middle is required by the state, max. 30 characters. DOB/ followed by 8 character date of birth or AGE/ instead of DOB/. Some states by accept less, check the help file for that state, ORI/xxLICHELP (xx = the two character state code, i.e., AZLICHELP.

SPECIAL NOTES:

1. All responses to RNQ inquiries will be message key code RNR.

2. To obtain a list of states that support the RNQ format, send administrative message to NLNOQHELP.

DRIVER'S LICENSE INQUIRY

Example: 342 and 343

DQ.VA1190000.NC.
TXT
NAM/JONES,BRUCE B.DOB/19660814.SEX/M.IMG/Y (or) OLN/227663187.IMG/Y
(Image query by name is not currently available)

DETAILED DQ/DR SPECIFICATIONS

LINE 1 - NLETS address - Message type "DQ," followed by a period. Sender's ORI VA1190000, followed by a period. Destination state's two-character ORI, NC., followed by a period.

LINE 2 - The three characters TXT must always be used.

LINE 3 - NAM/ followed by last name, comma, first name, space, and middle name, followed by a period. DOB/ followed by eight-character date of birth and period. SEX/ followed by M for male or F for female, followed by a period. IMG/ followed by a Y for yes, if a Photo is required. Period not used after last field.

or

OLN/ followed by OL number in lieu of name and description followed by a period. Followed by IMG/ followed by a Y for yes, if a Photo is required. Period not used after last field.

SPECIAL NOTES:

1. All fields must be used and NCIC codes must be used.

2. DQ messages by name, DOB, and sex may be sent up to five state codes or a regional code or multiple regional codes.

3. Replies to "DQ" messages will be returned by some states as "AM" messages in free text form. Others who have direct on-line access by NLETS to their driver files will return the reply as a "DR" or “DRG” message in fixed format.

4. If additional information is needed and it was not included in the reply, an administrative message may then be sent. These administrative messages should use the following standardized ORI.

   DRIVERS LICENSE DATA XXOLN0000

   XX is the 2-position state destination code

5. The “IMG” field for obtaining images from out of state DMV files must be transmitted from a OpenFox Messenger terminal or through an interface with image capability installed.

Example:

DNQ.VA1190000.CT.
TXT
NAM/STRINGBEAN,LEROY

DETAILED DNQ/DNR SPECIFICATIONS

LINE 1 - NLETS address - Message type "DNQ," followed by a period. Sender's ORI VA1190000, followed by a period. Destination state's two-character ORI, MD., followed by a period.

LINE 2 - The three characters TXT must always be used.

LINE 3 - NAM/ followed by, at minimum, the last, first name

- **AND ANY OF THESE OPTIONAL FIELDS**
- "AGE/" followed by the age
- "SEX/" followed by the sex
- "CTY/" followed by city, town or village of subject
- "COU/" followed by the county where the subject lives
- "NXT/" followed by special codes or numbers to request the next screen or page. Obtain this information from the state's HELP file.

SPECIAL NOTES:

1. To obtain a list of states that support the DNQ format, send administrative message to NLNOQHELP

2. To obtain the states guidelines on this type of inquiry, send administrative message to xxOLNHELP (xx = state 2-character code, i.e., CTOLNHELP).

DRIVER HISTORY INQUIRY

Example 344

KQ.VAVSP0000.NC.
TXT

NAM/PUBLIC,JOHN Q.DOB/19450610.SEX/M.PUR/C.ATN/JAMES D SMITH

or

Example 345

KQ.VAVSP0000.NC.
TXT

OLN/P123456789.PUR/C.ATN/JAMES D SMITH

- The purpose field “PUR” is optional except for the following states: AL, AR, CO, CT, GA, HI, MD, MS, MT, ND, NM, NV, PA, WA, WY, and OK.)

Explanation

Line 1 - Key Code "KQ" followed by a period. Senders ORI "VAVSP0000" followed by a period. Destination state two-character ORI "NC" followed by a period.

Line 2 - The three characters TXT must always be used.

Line 3 - NAM/followed by last name, comma, first name, space, and middle name or initial, followed by a period. DOB/followed by eight character, date of birth and period. SEX/followed by a M for male or F for female and period. PUR/followed by C for criminal justice use, F for Firearms Transactions, J for criminal justice employment, or D for domestic violence and a period. ATN/ followed by name of the requesting officer. Period not used after last field. Operator license number (OLN) may be used instead of name, date of birth, and sex.

SPECIAL NOTES:

1. Only a single two-character state code destination address is allowed per inquiry.

2. To obtain explanatory or supplementary information on a state's driver license files, a user may send an administrative message (AM) to XXOLNHELP. (Where XX = 2-character state code.)

   Example:

   AM.VAVSP0000.TXOLNHELP.
   TXT (transmit after TXT)

3. Determine who is providing automated response to "KQ" inquiries and who has help files by sending an administrative message to NLOLNHELP.

   Example:

   AM.VAVSP0000.NLOLNHELP.
   TXT
   (Transmit after TXT)

4. The response to driver history inquiries will vary considerably depending on the responding state.
   a. If the state does not possess files capable of providing the requested information, the sending agency will receive "FILE NOT AVAILABLE."
   b. If file temporarily unavailable, the sender will receive "TEMPORARILY UNAVAILABLE."
   c. If the state, upon interrogation of its files, finds no information, the sender will receive "NOT ON FILE."
   d. Replies on a, b, and c above will be followed by either the name or driver's license number upon which the inquiry was based.

5. Administrative message should not be used in place of "KQ" format, unless additional information or clarification is required. An administrative message may be sent in above instances to ORI XXOLN0000. (XX = 2 position state destination code.)

SNOWMOBILE INQUIRY

Format 346

SQ.SENDING ORI.DESTINATION ORI.(up to five two-character codes)
TXT
REG/ followed by registration number
or

VIN/ followed by VIN number
or

NAM/ followed by name.DOB/ Followed by the date of birth ccyymmdd

Example

SQ.VAVSP0000.AZ.
TXT
REG/40226

SPECIAL NOTES:

1. An agency can determine who provides automated responses and who has a help file by sending an "AM" message to NLBASHELP.

2. If unable to obtain information through the "SQ" format, send an "AM" message to ORI: XXSNOW000 (where XX = two-character state code).

BOAT INQUIRY

Format 347

BQ.SENDING ORI.DESTINATION ORI. (up to five two-character codes).
TXT
REG/ followed by registration number
or

BHN/ followed by boat hull number
or

NAM/ followed by name.DOB/ followed by date of birth (format = CCYYMMDD)

Example

BQ.VAVSP0040.AZ.
TXT
REG/724361

SPECIAL NOTES:

1. An agency can determine who provides automated responses and who has a help file by sending an "AM" message to NLBASHELP.

2. If unable to obtain information through the "BQ" format, send an "AM" message to ORI: XXBOAT000 (where XX = two-character state code).

CRIMINAL HISTORY RECORD INFORMATION (CHRI) SYSTEM

The purpose of this system is to provide a standardized and efficient method for VCIN users to acquire CHRI and related information from other state criminal history record repositories and individual out-of-state agencies.

Specifically, this system will allow states who have automated criminal history systems to respond automatically (without manual intervention) to requests from other states over NLETS. Those states without automated systems may respond manually. The system will be used to retrieve criminal history records that are not presently available in NCIC's Triple I system. It should never be used as a substitute for the NCIC Triple I system, but rather as a secondary inquiry after:

(a) One has inquired on the NCIC Triple I system and received a no record response.

or

(b) One has received a record and feels that there may be data in a state that is not in NCIC Triple I.

The NLETS/CHRI system is designed to supplement and enhance user agencies' ability to obtain all CHRI on an individual. The inquiry key codes are IQ, FQ, and AQ. The response key codes are IR, FR, and AR.

Virginia terminal agency should not respond to a request for a criminal record from another state unless the message key is "AQ." The use of the "AQ" key is assurance to the receiving agency that the requesting agency is an authorized Criminal Justice Agency. When a response is returned, it will be by message key "AR."

The originating agency identifier will be that of the terminal agency sending the message and not the agency merely requesting the criminal record.

Logging of Secondary Disseminations

Criminal response records received from other agencies through these types of messages will be logged in the CCH log book in the same manner as required in the VCIN/CCH rules and regulations.

IQ.
QUERY CRIMINAL HISTORY NAME INDEX FILE (NLETS)

Message Use

The "IQ." key code is utilized to search another state's central criminal history repository for a matching indexed criminal history record.

Format 312

IQ.SENDING ORI.DESTINATION ORI. (up to five two-character destination codes)
TXT
PUR/(C, F, D, J or S).ATN/(30 characters).
NAM/.DOB/.SEX/

Optional Fields

RAC/, SOC/, and MNU/ fields may be added to format as optional fields.

Example

IQ.VAVSP0000.TX.
TXT
PUR/C.ATN/SGT JOHN DOE.
NAM/PUBLIC,JOHN Q.DOB/19480916.SEX/M

Example: Reply to IQ

IR.TXSIR0000.VAVSP0000. (IR-Positive Response)
TXT
PUR/C.ATN/SGT JOHN DOE.
NAM/PUBLIC,JOHN Q.DOB/19480916.SEX/M

(Response with matching indexed SID/number or "No Record" response)

Special Note:

1. A positive response from a state's central criminal history repository will provide a SID/number to the requester, if the criminal history record is desired the requester must complete the FQ inquiry.

FQ.
REQUEST FOR CRIMINAL RECORD (NLETS)

Message Use

The "FQ." key code is utilized to obtain an indexed criminal history record from a state's central repository by using the positive identifier SID/number.

Format 313

FQ.SENDING ORI.DESTINATION ORI. (Maximum of one two-character ORI)
TXT
PUR/(C, F, D, J or S).ATN/.
SID/.DPT/.BLD/.ADR/.
CIS/.ZIP/

Field Identifiers

ATN = Name of requester (Maximum thirty characters)
DPT = Department name (Maximum thirty characters)
BLD = Building name or number (Optional field - Maximum thirty characters)
ADR = Address (Maximum thirty characters)
CIS = City and state (Maximum thirty characters)
ZIP = Zip Code (Maximum 9 characters)

Example

FQ.VAVSP0000.TX.
TXT
PUR/C.ATN/SGT JOHN DOE.
SID/TX123456.DPT/VA STATE POLICE.BLD/ADMINISTRATION BLDG.
ADR/P O BOX 27472.
CIS/RICHMOND,VA.ZIP/232617472

Example: Reply to FQ Request

FR.TXSIR0000.VAVSP0000.
TXT
PUR/C.ATN/SGT JOHN DOE.
SID/TX123456.DPT/VA STATE POLICE.BLD/ADMINISTRATION BLDG.
ADR/P O BOX 27472.CIS/RICHMOND,VA.ZIP/232617472

(Criminal record response from Texas)

AQ.
REQUEST FOR SUPPLEMENTAL DATA or LOCAL CRIMINAL HISTORY RECORD

Message Use

The "AQ." key code is utilized to request supplemental information not available through "IQ" or "FQ" transactions, e.g., dispositions, photos, fingerprint cards, etc. The "AQ" message must be used to request local criminal record information from out-of-state agencies. (Instate - Criminal History tab "9" of this manual)

Format

AQ.SENDING ORI.DESTINATION ORI. (Maximum of five two or nine character ORIs)
TXT
PUR/(C, F, D, J, or S).ATN/.

Message Number SENDING AGENCY ANME Date
TO (Name of agency to receive message)

(2 Line Feeds)

BODY OF MESSAGE

(2 Line Feeds)

AUTH (Complete Auth) (Oper Last Name) (Time) EDT or EST
(6 Line Feeds at end of message)

Example (Out-of-State - NLETS)

AQ.VAVSP0100.TXDPD0000.
TXT
PUR/C.ATN/SGT JOHN DOE.

2003-20 VA STATE POLICE 6-17-2003
TO PD DALLAS

REQUEST DISPOSITION INFORMATION ON YOUR ARREST OF HARRY Q. PUBLIC W/M DOB/091647 FOR GRAND LARCENY ON 12-21-2002 TEXAS SID/TX 123456

REQUESTER: SGT. JOHN DOE
VIRGINIA STATE POLICE
P. O. BOX 27472
RICHMOND,VA. 23261-7472

AUTH STATE POLICE HEADQUARTERS RICHMOND,VA JONES 1220 EST

Special Notes:

1. An "AQ" message may be sent to a maximum of five out-of-state ORI's (two-character state or nine-character agency codes). No regional or nationwide broadcast codes should be used.

2. Only one subject per message is allowed.

3. An "AQ" should never be used to access criminal record information from a state repository when adequate data from an "IQ" or "FQ" will suffice.

4. When using "AQ" to request supplemental information, use all personal descriptors available (name, sex, race, DOB, etc.) and any other relevant data available (SID, case number, etc.)

5. Include complete mailing address of the requester, in the event of a mailed response.

PURPOSE CODES

NLETS accepts purpose codes of C, D, F, J and S. These codes were created by NCIC for use on Triple I. They are defined as follows:

C Must be used for official duties in connection with the administration of criminal justice.

D Must be used by courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to state sealed records.

F Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the license/permits.

J Must be used when the inquiry involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.

S Must be used by National Security Agencies with the letter "R" in the ninth position of their ORI or the letters FBI, CIA, or DOS in the 3rd, 4th, and 5th positions of their ORI.

AR.
REPLY TO "AQ" REQUEST

Message Use

The "AR" key code is utilized to respond to an "AQ" request.

Format

AR.SENDING ORI.DESTINATION ORI.
TXT
PUR/(C, D, F, J, or S).ATN/.

MESSAGE NUMBER SENDING AGENCY'S NAME DATE REPLY
TO (ADDRESSEE AGENCY)

(2 LINE FEEDS)

REF (MESSAGE NUMBER OF ORIGINAL MESSAGE AND DATE IT WAS SENT)

(1 LINE FEED)

BODY OF MESSAGE

(2 Line Feeds)

AUTH (Complete Auth) (Oper Last Name) (Time) EDT or EST
(6 Line Feeds at end of message)

Example

AR.VA0430100.NC0320100.
TXT
PUR/C.ATN/LT ADAM SMITH.

281-2003 PD HENRICO CO 6-17-2003
TO PD DURHAM NC

REFERENCE MESSAGE 286 DATED 6-17-2003

PHOTOS ON JOHN DOE PUBLIC W/M DOB/8-16-52
SID/VA9876 WILL BE MAILED.

AUTH PD HENRICO CO VA SMITH 0900 EST

Road/Weather Inquiry

An agency may request out-of-state road and weather information by sending an inquiry through NLETS to a participating state. Up to 5 two-character state codes are permitted per inquiry. A road/weather information file will be maintained by each participating state. Inquiries and responses will be exchanged via NLETS similar to the way motor vehicle inquiries and responses are exchanged now. If a state is unable to support automated responses, manual responses are acceptable and will be transparent to NLETS.

EXAMPLE: (Sending Agency) Format # 348

HQ.VAVSP0000.WV.
TXT
WEATHER

Explanation "HQ" inquiry:

LINE 1 - "HQ"

LINE 1 - Sending ORI followed by a period.

LINE 1 - Destination ORI followed by a period (2 character State codes only; maximum of 5)

LINE 1 - If needed, optional control field

LINE 2 - TXT

LINE 3 - WEATHER

ROAD AND WEATHER RESPONSE

1117 25794 1324 LETS
HR.WV0000000
11:26 11/17/2002 00214
11:26 11/17/2003 01066 VAVSP0000
TXT
WEST VIRGINIA WEATHER SUMMARY MONDAY - 11172002
CURRENT WEATHER OUTLOOK FOR THE MOUNTAIN STATE:
RAIN SPREADING ACROSS THE STATE TODAY POSSIBLY MIXED WITH SLEET OR SNOW IN THE NORTH AND OVER HIGHER ELEVATIONS, CONTINUING TONIGHT AND CHANGING TO SNOW TUESDAY. HIGHS TODAY IN THE UPPER 30'S AND THE LOW 40'S. LOWS TONIGHT IN THE 30'S, TEMPERATURES REMAINING IN THE 30'S TUESDAY.
I-70 SNOW COVERED & SLICK, RT 86 1" ACCUMULATION

EXTENDED FORECAST: TUESDAY THROUGH THURSDAY
CLOUDY TUESDAY. FAIR WEDNESDAY AND THURSDAY. DAYTIME HIGHS IN THE 40'S TUESDAY AND WEDNESDAY AND IN THE MID 40'S TO LOW 50'S THURSDAY. MORNING LOWS IN THE 20'S TUESDAY AND WEDNESDAY AND IN THE 30'S THURSDAY. STUDDED SNOW TIRES PERMITTED FROM NOVEMBER 1, 2002, TO APRIL 15, 2003. HAVE A NICE DAY FROM THE MOUNTAIN STATE.

If a state chooses not to support this inquiry, a message should be returned to the requesting agency.

EXAMPLE:

HR.WV0000000
11:26 07/17/2003 01432
11:26 07/17/2003 01573 VAVSP0000
TXT
WEATHER INFORMATION NOT AVAILABLE
#123456

Some states have chosen not to participate in the NLETS Road/Weather Inquiry and Response Program. All NLETS users are requested not to send formatted (HQ) weather inquiries to these states. Should NLETS users choose to send weather inquiries to one of the states, they should not expect a response of any kind. This does not preclude requesting weather conditions for a specific community or area using the 9-character ORI of a specific terminal.

To obtain a list of the states who have chosen to participate in the HQ/HR program, send a HELP message to ORI NXWTHHELP.

Example

AM.VAVSP0000.NXWTHHELP.
TXT

NATIONAL HELP MESSAGE

An agency may request out-of-state vehicle, driver, criminal history, boat, and other information through NLETS to a participating state. Only one nine-character state code is permitted per inquiry.

A "HELP file" will be maintained by each participating state. Inquiries and responses will be exchanged via NLETS.

Format

AM.SENDING ORI.DESTINATION ORI.OPTIONAL CONTROL FIELD.
TXT

NLETS HELP FILES

To obtain information on participating states using automated response or manual response to RQ, DQ, IQ, FQ, BQ, NIQ, NAQ, HQ and other available files, send an AM message to the following ORIs to obtain a list of those participating states in that particular file.

File Name	ORI
Registration File -	NLLICHELP
Drivers File -	NLOLNHELP
Criminal History File -	NLSIRHELP
Weather and Highway Report -	NXWTHHELP
Boat and Snowmobile File -	NLBASHELP
Federal Codes for the ORION file -	FNORIHELP
States with records in the ORION file -	ODORIHELP
National Insurance Crime Bureau (NICB) -	NAGENHELP
States that support inquiries to Parole, Probation, and Corrections files	NLPPCHELP
States that support inquires to their, Carry of Concealed Weapon permit (CCW) files.	NLGUNHELP
States that support inquiries to Sex offender files	NLSORHELP
States that support inquires by Name only to vehicle/driver files	NLNOQHELP

Example: (For registration information) Format #353

AM.VAVSP0000.NLLICHELP.
TXT
Note: No other information is needed after the TXT.

An automated response will be received by the requesting agency showing which states do and those who do not have automated response capability or who do or do provide this type of information. Also, it will list those states with an active license help file and the ORI from which automated information on that particular state's registration files may be obtained.

Example: (For automated registration information from state of Wisconsin)

AM.VAVSP0000.WILICHELP.
TXT
Note: No other information is needed after the TXT.

The automated response will give specific and any unusual information on that state's license files.

This same procedure is to be followed for any of the other four files.

EXAMPLE: Reply from a Help message sent to ORI/NLLICHELP.

0321 99666 1532 NLET
AM.NLLICHELP
13:31 03/21/2003 05061
13:31 03/21/2003 05523 VAVSP0041
TXT
1/30/89

ALL STATES ARE REQUIRED BY NLETS TO SUPPORT RQ MESSAGE TYPES.

SEE THE INDIVIDUAL STATE LIC HELP FILES FOR DETAILS CONCERNING EACH STATES RESPONSES.
#099666

ERROR MESSAGES (ER)

If NLETS detects any condition which prevents delivery of an input message to the destination, an error message will be sent to the originating station explaining the condition. Each error message will contain the standard output, header, a numeric and plain English error notification, and the first 100 characters of the input message. The sending ORI will always be NL0000000. This is the ORI assigned to the NLETS message switching computer.

Error messages which have been assigned are as follows:

01. MSG TYPE INVALID - This error message indicates that the first two characters of the message (the message type) did not match one of those allowed by NLETS.

02. NO DELIMETER AFTER MSG TYPE - Indicates that a period was not found after the message type.

03. TXT NOT FOUND - Indicates that, after the destination address (and control field if included), the characters "TXT" could not be found within 3 characters.

04. NAM FIELD TOO LONG, INVALID OR MISSING - Indicates that the name field either could not be found or exceeded 30 characters.

05. DOB FIELD TOO LONG, INVALID OR MISSING - Indicates that the DOB field could not be found, exceeded 6 characters or had a non- numeric character within the date of birth.

06. RAC FIELD TOO LONG, INVALID or MISSING - Indicates that the RAC field could not be found or had more than one character.

07. SEX FIELD INVALID OR MISSING - Indicates that the field could not be found or a character other than "M" or "F" was found.

08. OLN FIELD INVALID OR MISSING - Indicates that either the field could not be found or there were more than 20 alphanumeric characters within the field.

09. LIC FIELD TOO LONG, INVALID OR MISSING - Indicates that the field could not be found or there were more than 10 alphanumeric characters in the field.

10. LIY FIELD TOO LONG, INVALID OR MISSING - Indicates that the field could not be found, there were more than two characters in the field, or there were non-numeric characters in the field.

11. LIT FIELD TOO LONG, INVALID OR MISSING - Indicates that the field could not be found or there were non alphabetic characters within the field.

12. VIN FIELD TOO LONG, INVALID OR MISSING - Indicates that the field could not be found or there were more than 20 alphanumeric characters within the field.

15. PUR FIELD INVALID OR MISSING - Indicates that the purpose code field for IQ, FQ, or AQ messages could not be found or that a code other than "C,""D," "F," "J," or "S" were used.

16. ATN FIELD INVALID OR MISSING - Indicates that the attention field could not be found or exceeded 30 alphanumeric characters.

17. ONE OF FQ ADDRESS FIELDS INVALID OR MISSING - Indicates that one of the address fields could not be found or there were more than 200 alphanumeric characters included in this field.

18. SOC OR RAR or MNU FIELD TOO LONG, INVALID OR MISSING - Indicates that this field could not be found or there were more than 9 characters within the field.

19. American SID or Canadian FPS FIELD TOO LONG, INVALID OR MISSING - Indicates that the state identification number could not be found, there were more than 10 alphanumeric characters, or the first two characters were an invalid state code.

20. CONTROL FIELD INVALID - Indicates that an asterisk identified the presence of a control field; however, there were not exactly 10 characters included in the control field.

21. SENDER ORI INACTIVE OR NOT ON ORION or INVALID or LENGTH INVALID - Indicates that the ORI of the sender could not be validated on ORION, or that it was too long or did not match the physical line number.

22. DESTINATION ORI INACTIVE OR NOT ON ORION or INVALID or LENGTH INVALID - Indicates that the destination ORI could not be validated on ORION, or that it was too long or did not match the physical line number.

23. PERIOD NOT ALLOWED AT END-OF-MSG - Indicates that, in a formatted inquiry, a period at the end of the last data element is not allowed.

24. UNABLE TO LOCATE NAM OR OLN FIELD - Indicates the absence of either the name or driver's license number in a DQ inquiry.

25. UNABLE TO LOCATE LIC OR VIN FIELD - Indicates the absence of a license number or a VIN number in a RQ inquiry.

26. UNABLE TO LOCATE DOB OR SOC OR MNU - Indicates the absence of a date of birth, social security number or miscellaneous number in a formatted criminal history inquiry.

27. TOO MANY DESTINATIONS FOR THIS MSG TYPE - Indicates that the user has included too many destinations in his message header for this message type.

28. TRANSMISSION ERROR - PLEASE RESEND - Indicates that there is an error in transmitting the message to NLETS. It has been destroyed and the user must resend it.

29. MSG TYPE NOT ALLOWED FROM SENDER ORI - Indicates that the sender has tried to send a message type that he/she is not authorized to send. This message generally pertains to those users that have restricted NLETS service.

30. INVALID DELIMITER USED - The user attempted to separate a field with other than a "/" or end a field with other than a ".".

31. UNABLE TO LOCATE NAM, REG OR VIN FIELD - Indicates the absence of a name, registration number, or boat hull number in a BQ inquiry.

32. UNABLE TO LOCATE NAM, REG OR VIN FIELD - Indicates the absence of a name, registration number, or vehicle identification number in an SQ inquiry.

33. REG OR BHN FIELD TOO LONG, INVALID, MISPLACED OR MISSING - Indicates that the registration field could not be found or there were other alphanumeric characters within the field.

34. UNN FIELD TOO LONG, INVALID OR MISSING - Indicates that the UN number in an MQ inquiry was invalid or missing.

35. RSN FIELD INVALID OR MISSING - Indicates that the RSN field was not found or other than "F," "H," "N," "S," "T," or "V" was entered.

36. PPS FIELD INVALID OR MISSING - Indicates PPS field was not found or other than "Y" or "N" was used.

37. BHN, REG, NAM, SER FIELD INVALID OR MISSING - Indicates that the BHN, REG, NAM, or SER field was missing or it exceeded 15 characters.

48. ORI, LOC, REP, OR FED FIELD MUST BE PRESENT - The user has attempted to inquire on an ORI without at least one of the above fields.

90. ORION ACCESS DENIED PLEASE CONSULT NLETS CONTROL - The user has attempted an ORION function and has been disallowed by the NLETS Control Center.

99. MSG TYPE NOT AUTHORIZED TO DESTINATION ORI *CHECK ORION* A user has attempted to send a message to an ORI that is not in the NLETS validation table.

Service messages are sent periodically by the NLETS system, NLETS terminals, and state system. All state's messages are in plain English and use the same structure and header format as AM messages.

The following service messages are automatically generated by the NLETS computer.

01. MSG TYPE INVALID TO DESTINATION - Indicates that user has attempted to send a message type the destination is not authorized to receive.

02. DESTINATION DOWN, WILL FORWARD WHEN SERVICE RESTORED TO XX (where XX = user code) - Indicates that the destination is out of service for an extended period of time. The message will be left on the NLETS queue and forwarded to the destination state when service is restored to that state.

03. DESTINATION QUEUE FULL, MESSAGE WILL NOT BE FORWARDED TO XX (where XX = two character user code) - This indicates that the area designated for storage of messages for the destination user is full. NLETS, therefore, is unable to store this and it is returned to the sender and must be resent at a later time.

04. XX OUT OF SERVICE FOR MSG TYPE TT, MESSAGE WILL NOT BE DELIVERED TO XX (where XX = two character user code and TT = message type on remove) - Indicates that an NLETS user has been put on remove status. This means that any messages sent to this destination will be returned to the sender and they will not be stored or forwarded. They must be resent once the state returns to service.

The NLETS control center will usually know the reason a state was placed on remove status and the approximate time the state will be back in service. They will send an APB indicating the estimated time a state will be out of service. When the problem is resolved, they will also send an APB indicating the state is back in service. Resend your message at this time.

AUTOMATED ORI FILE

Message Use

The "TQ" key code is utilized to determine an agency's address, telephone number, etc. when the ORI is known. It is also used to determine the ORI when only the location is known.

Inquiry by ORI

Format 351

TQ.SENDING ORI.DESTINATION 2 CHARACTER ORI.
TXT
ORI/(9 character ORI)

Example:

TQ.VAVSP0040.MI.
TXT
ORI/MI3988100

0726 36686 0945 LETS (positive response)
TR.MIORIN00
06:55 07/26/2003 01141
06:55 07/26/2003 01185 VAVSP0040
TXT
MI3988100 KALAMAZOO
WESTERN MICH UNIV POLICE DEPT TYP:PD
1700 W MICHIGAN AVE ,KALAMAZOO 49001
616/383-1880
24 HOUR SERVICE, WITH TERMINAL
- LAW ENFORCEMENT AGENCY -
- AUTHORIZED TO RECEIVE CHRI VIA NLETS -
OWNER: MI
UPDATED: 07/04/2003
#123456

The complete record response includes the following:

1. ORI
2. Location
3. Agency name
4. Type of agency
5. Address
6. City
7. Zip code
8. Telephone number
9. Hours of service
10. Criminal history authorization
11. Record owner
12. Date of last update

Example: (No record response)

0726 46828 1439 LETS
TR.NVORIONN0
11:48 07/26/2003 02617
11:48 07/26/2003 02838 VAVSP0040
TXT
** NO RECORD FOUND FOR ORI NV3988100 **
NO RECORD FOUND
SUGGEST YOU SEND ADMINISTRATIVE MESSAGE
TO STATE CONTROL TERMINAL
REQUESTING ASSISTANCE.
#123456

ORI INQUIRY BY LOCATION

Format 352

TQ.SENDING ORI.DESTINATION 2 CHARACTER ORI.
TXT
LOC/(location).TYP/(agency type)

LOC = Required
TYP = Optional

Special Notes:

1. If TYP is not used, only law enforcement is searched.

2. If a criminal justice agency other than law enforcement is being sought, the appropriate type code must be used.

Agency Type Codes

Law Enforcement:

PD - Police Departments
SO - Sheriff's Offices (including parishes where appropriate)
SA - any agency employed by a state with statewide jurisdiction
LE - used as a catchall for any agency not fitting the above criteria. May be used on inquiry or record creation.
FE - Federal agency

Criminal Justice:

JA - any prosecutor
JC - any corrections agency
JG - any probation agency
JJ - any court agency
JF - any Federal non-law enforcement criminal justice agency
CJ - will return all defined non-law enforcement criminal justice agencies and should be used as a general type for all ORIs ending in B, M, N, or Y.

Search Method:

1. The complete location need not be specified, but at least 2 characters are required. The system searches for exact matches of the characters provided. For example, if one does not know how to spell Tucson (or is it Tuscon?) they may inquire on LOC/TU and the system will retrieve all entries that begin with "TU." The system will search from 2 to 7 characters with this method.

Search Method (cont.)

2. If seven or fewer characters are given in inquiry, the system tries first to find records whose entire LOC field matches the specified characters. If no records match exactly, then the system searches for records which begin with the specified characters. For example, LOC/ROCK would produce only the complete record for the police department in Rock, Illinois. However, LOC/ROC would produce records for ROCK, ROCK FALLS, ROCKFORD, and ROCK ISLAND.

3. If the user supplies more than 7 characters, only the first seven will be compared unless an exact match can be made of the entire LOC field in the inquiry with one or more LOC fields in the file records. In this case, only the exact matching records will be returned regardless of the number of characters searched.

4. If the user specifies only two location characters and no matches are found, a "no record" message is returned. However, if more than two characters are given and no records match all the characters, the system will delete the user's last specified character and try again for one or more matches. This process is repeated until matches are found or until the system can find no matches on even the first two characters. Continuing the example above, if the user specified "TUSCON" as the location, the location will be shortened by one character to TUSCO, then TUSC, TUS, and finally TU, and, as above, the system will return all locations beginning with "TU."

Example: (Inquiry by complete location name and agency type)

TQ.VAVSP0040.TX.
TXT
LOC/DALLAS.TYP/PD

0726 38665 1041 LETS (positive response)
TR.TXORION00
07:48 07/26/2003 01418
07:48 07/26/2003 01533 VAVSP0040
TXT TXDPD0000 DALLAS
POLICE DEPARTMENT TYP:PD
106 SO HARWOOD STREET RM 20, DALLAS 75201
214/670-5436
24 HOUR SERVICE, WITH TERMINAL
- LAW ENFORCEMENT AGENCY -
- AUTHORIZED TO RECEIVE CHRI VIA NLETS
OWNER: TX
UPDATED: 07/08/2003
#123456

Response to Inquiry

If there are three or fewer matching records, the complete content of all matching records is returned. However, if there are four or more matches, a summary of each matching record is returned. Should the inquirer receive multiple summary records, a second inquiry can be made on the specific ORI in order to retrieve the complete ORI record. No more than 50 hits will be returned on a single query.

Example: (if more than 3 matches)

TQ.VAVSP0040.MI.
TXT
LOC/KALAMAZOO

0826 38592 1040 LETS (positive response)
TR.MIORION00
07:46 08/26/2003 01409
07:46 08/26/2003 01518 VAVSP0040
TXT
COOPER TOWNSHIP POLICE DEPT KALAMAZOO MI3933100 C N
KALAMAZOO POLICE DEPARTMENT KALAMAZOO MI3949900 A Y
WESTERN MICH UNIV POLICE DEPT KALAMAZOO MI3988100 A Y
KALAMAZOO COUNTY SHERIFF'S DEPT KALAMAZOO MI3913900 A Y
KALAMAZOO TWP POLICE DEPARTMENT KALAMAZOO MI3950000 A Y

- CODE TRANSLATION FOR LAST 2 COLUMNS
A = 24 HR SERVICE, W/TERMINAL B = NOT 24 HR SERVICE, W/TERMINAL
C = 24 HR SERVICE, NO TERMINAL D = NOT 24 HR SERVICE, NO TERMINAL
Y = AUTH TO RCV CHRI VIA NLETS N = NOT AUTH TO RCV CHRI VIA NLETS
#123456

The summary record contains the following:

1. agency name
2 location
3. ORI
4. indicators of hours of service
5. CHRI authorization code
6. indication, if appropriate, that the record is for a non-criminal justice agency
7. legend for code interpretation

ORI FOR BY FEDERAL CODE

Format 353

TQ.SENDING ORI.DESTINATION 2 CHARACTER ORI
TXT
FED/(agency ID)

Agency ID = Type of federal agency, FBI, DEA, DOJ, etc.

Example:

TQ.VAVSP0040.TX.
TXT
FED/FBI

0826 41908 1216 LETS (positive response)
TR.TXORION00
09:25 08/26/2003 01949
09:25 08/26/2003 02094 VAVSP0040
TXT
FEDERAL BUREAU OF INVESTIGATION FBI-DALLAS TXFBIDLS0 A Y
FEDERAL BUREAU OF INVESTIGATION FBI-EL PASO TXFBIEPS0 A Y
FEDERAL BUREAU OF INVESTIGATION FBI-HOUSTON TXFBIH0S0 A Y
FEDERAL BUREAU OF INVESTIGATION FBI-SAN ANTONIO TXFBISAS0 A Y

- CODE TRANSLATION FOR LAST 2 COLUMNS -
A = 24 HR SERVICE, W/TERMINAL B = NOT 24 HR SERVICE, W/TERMINAL
C = 24 HR SERVICE, NO TERMINAL D = NOT 24 HR SERVICE, NO TERMINAL
Y = AUTH TO RCV CHRI VIA NLETS N = NOT AUTH TO RCV CHRI VIA NLETS

Special Notes:

1. If the user wants to limit the search to a particular location, the agency code is followed by a dash and one or more characters of the location. All records in the specified state sub-file for the agency, limited to those matching the location, if any, are returned to the sending ORI.

2. If there are three or fewer matching records, the complete content of all matching records is returned. However, if there are four or more matches, a summary of each matching record is returned. The formats of the two types of responses are given in the preceding sections. No more than 50 hits will be returned on a single query.

3. Federal agencies will be handled differently since, for example, the user might be looking for the closest Federal office but may not know where the office is actually located. Inquiring by Federal agency ID returns all of the Federal agency's offices within a state.

Federal Agency Identifiers

Agency	3-character code
Park Police Department	MSC
FBI	FBI
Drug Enforcement Agency	DEA
U. S. Customs	USC
Alcohol, Tobacco, Firearms	ATF
Immigration and Naturalization	INS
Department of Justice	DOJ
Secret Service	SSA
Postal Inspection Service	PIS
Naval Investigative Service	NIS
Coast Guard	MSC
Veterans Administration	MSC
Food and Drug Administration	MSC
Health and Human Services	MSC
Department of Commerce	MSC
Capitol Police	MSC
U. S. Air Force	AF0
Office of Special Investigations	OSI
U. S. Navy	MSC
U. S. Army	USA
U. S. Marine Corps	USM
Internal Revenue Service	IRS
Federal Aviation Administration	FAA
Federal Protective Service	MSC
Department of State	DOS
Department of Interior	DOI
Defense Investigative Service	MSC
Bureau of Indian Affairs	BIA
Department of Agriculture	MSC
Department of Labor	MSC
Department of Defense	MSC

DEATH AND FUNERAL NOTICE

In rare instances it may be appropriate to send a death or funeral notice. In these instances the following format should be used:

Format

AM.SENDING ORI.DESTINATION ORI.
TXT
MESSAGE NUMBER SENDING AGENCY NAME DATE
TO (AGENCY NAME THAT MESSAGE IS ADDRESSED TO)

(2 LINE FEEDS)

NAME:
AGENCY:
CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATE:
DATE OF DEATH:
LINE OF DUTY (Y OR N):
DATE OF FUNERAL:
LOCATION OF FUNERAL:
PREVIOUS CRIMINAL AGENCIES EMPLOYED:
FOR ADDITIONAL INFORMATION CONTACT:
TELEPHONE NUMBER:

(2 LINE FEEDS)

/S/ (SENT BY THE REQUEST OF)
AUTH (COMPLETE AUTHORITY) (OPERATOR'S NAME) TIME (EDT OR EST)

Example

AM.VA2167890.A1.
TXT
2003-201 PD SOMERSET VA 7-17-2003
TO AGENCIES IN A1 REGION

NAME: GEORGE ADAM SMITH
AGENCY: PD SOMERSET VA
CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATE: MEMBER OF NATIONAL CHIEFS OF POLICE AND FOP
DATE OF DEATH: 07172003
LINE OF DUTY: YES
DATE AND TIME OF FUNERAL: 07172003 1400
LOCATION OF FUNERAL: CENTRAL BAPTIST CHURCH, 1811 MAIN ST, SOMERSET VA
PREVIOUS CRIMINAL AGENCIES EMPLOYED: NONE
FOR ADDITIONAL INFORMATION CONTACT: CAPTAIN J R JONES
TELEPHONE: 804-323-1234

/S/ CAPTAIN J R JONES
AUTH PD SOMERSET VA DUKES 1140 EST

FAA/TECS AIRCRAFT TRACKING SYSTEM (ACTS)

The Aircraft Tracking System provides the users with the capability of accessing information on the movement and location of private aircraft by registration number and date range. In order for this to be accomplished, the ACTS integrates:

1. Visual Flight Rules (VFR) flight plan data from FAA Flight Service Stations (FSS).

2. Instrument Flight Rules (IFR) flight plan data from FAA Air Route Traffic Control Centers.

3. Aircraft arrival, departure, and sighting data from Customs Inspectors, Control Officers, and other federal, state, and local law enforcement agencies (via NLETS).

Field Codes	Field Size	Explanation
ATN/	Max 30	Individual making the request. Must be included except when user is looking for an airport code interpretation.
REG/	Max 8	Registration number; may be referred to as tail number.
SIT/	1	Y or N; indicates whether or not the aircraft has been sighted. Use only on inquiries by REG.
DOS/	6	Indicates the date (ccyymmdd) the aircraft was sighted; mandatory if SIT = Y.
DAR/	Max 13	Indicates date range parameters to limit the search; may be a single date or range (ccyymmdd - ccyymmdd). Maximum 7 day range.
TYP/	Max 4	Types of aircraft, optional field to limit the search.
ORI/	Max 9	ORI; optional field to limit search. Will search on a minimum of 2; maximum of 7 characters.

Abbreviations Used in Responses from ACTS

SRC - Source of Data (data type).
VFR = Visual Flight Rules Flight Plan.
IFR = Instrumental Flight Rules Flight Plan.
SIT = Aircraft Sighting (Customs/NLETS).
DEP = Aircraft Departure (Customs Entry Only).
ARR = Aircraft Arrival (Customs Entry Only).

STA/ORI - ORI of station entering tracking record.

REG - Aircraft ID (registration number).

Abbreviations Used in Responses from ACTS (Cont.)

TYPE - Aircraft Type (2-4 characters, i.e., C172 = Cessna 172)

DPTD - Departure Airport Code (to decode see first format)

DSTN - Destination Airport (ICAO code)

*ETA - Estimated time of arrival at DSTN (VFR records only)

*ETA is expressed in Greenwich Mean Time (ZULU).
Standard Pacific + 8 hours
Mountain + 7 hours
Central + 6 hours
Eastern + 5 hours
Daylight - 1 hour

DATE - If SRC = VFR or IFR, date of arrival
If SRC = SIT, date of sighting
If SRC = DEP, date of departure
If SRC = ARR, date of arrival

REMARKS - If NLETS sighting entry, this field contains ATN:NAME

Translation of the DPTD and DSTN Fields Format

JQ.ORI.FA. 354
TXT
COD/

COD = the code from the DPTD or DSTN field

Example

JQ.VAVSP0000.FA.
TXT
COD/MYNN

0217 05138 1539 LETS
JR.FATECS000
13:39 07/17/2003 01247
13:39 07/17/2003 01500 VAVSP0040
TXT

LOCATION MYNN: NASSAU BAHAMAS
#123456

Format (by registration number) 355

JQ.ORI.FA.
TXT
ATN/.REG/.SIT/.DOS/

ATN = Name of requesting officer
REG = Registration on aircraft (tail number)
SIT = Y if aircraft has been sighted
N if aircraft has not been sighted
DOS = Date of aircraft sighting (ccyymmdd). Only used if SIT field is Y. Leave the period and DOS off format if SIT field is N.

Example (aircraft not sighted)

JQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN DOE.REG/NTST.SIT/N

Example (aircraft sighted)

JQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN DOE.REG/NTST.SIT/Y.DOS/19990212

0217 02550 1436 LETS
JR.FATECS000
12:36 02/17/2003 00873
12:36 02/17/2003 00872 VAVSP0040
TXT

12 AIRCRAFT TRACKING RECORDS (REG/NTST)
SRC STA/ORI REG TYPE DPTD DPTM DSTN ETA DATE REMARKS
ARR CAUSC4028 NTST C172 KXXX 020987 TEST ARRIVAL ENTRY
VFR CAUSC4028 NTST TYPE MXXX 1200 KXXX 1400Z 121186 TEST
SIT CAUSC4028 NTST XXXX XXXX 112486 ATN: XX
VFR CAUSC4028 NTST XXXX MXXX 1200 KXXX 1500Z 111886 TEST DATA
SIT CAUSC4028 NTST XXXX XXXX 111686 ATN: MCWHINNEY
SIT CAUSC4028 NTST XXXX XXXX 102086 ATN: MCWHINNEY
ARR CAUSC4028 NTST C172 KXXX 101686 TEST ARRIVAL ENTRY
SIT CAUSC4028 NTST XXXX XXXX 101686 ATN: K MCWHINNEY
VFR NTST PA23 MMXX 1200 KXXX 1400Z 091286 TEST TEST
VFR NTST PA23 MMXX 1200 KYXX 1400Z 091286 TEST TEST
SIT DCFBIWA00 NTST XXXX XXXX 061786 ATN: DAVE OVERTON
SIT DCFBIWA00 NTST XXXX XXXX 061086 ATN: DAVE OVERTON
#123456

Special Notes:

1. If aircraft has been sighted, an entry will be made in the aircraft tracking data base with other pertinent information from the query (i.e., DOS, ATN field, and ORI).

2. Should the aircraft be the subject of a Treasury Enforcement Communication System (TECS) record, a hit notification message will be sent to those officers on TECS who have an interest in the suspect aircraft.

Format (by date range - with aircraft type and/or ORI as optional delimiter) . 356

JQ.ORI.FA.
TXT
ATN/.DAR/.TYP/.ORI/

ATN = Name of requesting officer
DAR = Date range to limit search - may be single date or range of dates not to exceed 7 days (ccyymmdd-ccyymmdd).
TYP = Type of aircraft (optional field)
ORI = Two to nine characters (optional field)

Examples

JQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN ADAMS.DAR/19990201-19990212.ORI/CAUSC4028

JQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN ADAMS.DAR/19990212.TYP/DC6

0217 04796 1531 LETS
JR.FATECS000
13:31 02/17/2003 01204
13:31 02/17/2003 01437 VAVSP0040
TXT

1 AIRCRAFT TRACKING RECORD (DAR/021299.TYP/DC6)
SRC STA/ORI REG TYPE DPTD DPTM DSTN ETA DATE REMARKS
IFR MIAMIARTC NTST DC6 MYNN 2100 KMIA 021287 PROPOSED
#123456

FAA AIRCRAFT REGISTRATION SYSTEM (ACRS)

The Aircraft Registration System (ACRS) provides information to users about commercial and private aircraft registered with FAA. You may inquire by registration number, serial number, or name of registrant.

Aircraft registration data is provided and maintained by the Treasury Enforcement Communication System (TECS). The File is kept up to date by TECS through magnetic tapes received from FAA every 2 to 4 weeks.

Field Codes	Field Size	Explanation
ATN/	Max 30	Individual making the request.
REG/	Max 8	Registration number; may be referred to as tail number.
SER/	Max 16	Serial number; may be referred to as VIN.
NAM/	Max 40	Name of registrant; format is LAST, FIRST, MI or for business, name of business with spaces between each name.
SIT/	1	Y or N; indicates whether or not the aircraft has been sighted. Use only on inquiries by REG/.
DOS/	8	Indicates the date (ccyymmdd) the aircraft was sighted; mandatory if SIT = Y.

Format (by name) 357

GQ.ORI.FA.
TXT
ATN/.NAM/

Example

GQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN DOE.NAM/WORLD AIRWAYS INC

ATN = Name of requesting officer
NAM = Name of person or business aircraft is registered to

0217 04580 1527 LETS
GR.FATECS000
13:27 02/17/2003 01192
13:27 02/17/2003 01388 VAVSP0040
TXT

3 MATCHES ON NAM/WORLD AIRWAYS INC
1 N106WA DOUGLAS DC-10-30F WORLDAIRWAYSINC
2 N107WA DOUGLAS DC-10-30F WORLDAIRWAYSINC
3 N108WA DOUGLAS DC-10-30F WORLDAIRWAYSINC
#123456

Special Notes:

1. If name field is a person's name; query with last, first, middle initial.

2. If name is a business, names are queried with spaces between each name.

3. Names are soundex coded by the computer for the search.

4. Inquiry by name may generate up to 50 matches.

5. The exact matches will be at top of list on multiple hits.

6. Upon receipt of the hit list of abbreviated information on each aircraft, the user must enter another query using the registration number, which is displayed on each hit list entry.

Format (by registration number) 358

GQ.ORI.FA.
TXT
ATN/.REG/.SIT/.DOS/

ATN	=	Name of requesting officer.
REG	=	Registration on airplane (tail number).
SIT	=	Y if airplane has been sighted. N if airplane has not been sighted.
DOS	=	Date of aircraft sighting (ccyymmdd), only used if SIT field is Y. Leave the period and DOS off format if SIT field is N.

Example (aircraft not sighted)

GQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN DOE.REG/N106WA.SIT/N

Example (aircraft sighted)

GQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN DOE.REG/N106WA.SIT/Y.DOS/19990217

0217 06980 1636 LETS
GR.FATECS000
14:36 02/17/2003 01624
14:36 02/17/2003 01805 VAVSP0040
TXT

AIRCRAFT REGISTRATION RECORD

REG NR:N106WA SERIAL NR:46835
YR:79 MAKE:DOUGLAS MODEL:DC-10-30F TYPE:FIXED WING MULTIENGINE
MFG:3023503 CLASS:STANDARD APPROVED OP:TRANSPORT ENGINES:3-TURBOJET
REGISTRANT:WORLD AIRWAYS INC
ADDRESS:OAKLAND INTERNATIONAL AIRPORT/OAKLAND/CAUS/94614
ISSUED:061885 VALIDATED:061885
#123456

Special Notes

1. If aircraft has been sighted, an entry will be made in the Aircraft Tracking Database.

2. Should the aircraft be the subject of a Treasury Enforcement Communication System (TECS) record, a hit notification message will be sent to those officers on TECS who have an interest in the suspect aircraft.

Format (by serial number) 359

GQ.ORI.FA.
TXT
ATN/.SER/

ATN = Name of requesting officer
SER = Serial number or VIN of aircraft

Example

GQ.VAVSP0000.FA.
TXT
ATN/SGT JOHN DOE.SER/216

0217 07110 1640 LETS
GR.FATECS000
14:40 02/17/2003 01661
14:40 02/17/2003 01837 VAVSP0040
TXT

4 MATCHES ON SER/216

1 N101AH OLAH MICHAEL J	CASSUTT III M
2 N103NM MORGENFELD THOMAS	GLASAIR SH-2
3 N1921Y MOONEY	M20D
4 N216EZ PURDY ROBERT B	VARI-EZE

#123456

SPECIAL NOTES:

1. Inquiry by serial number may generate up to 50 matches.

2. Upon receipt of the hit list of abbreviated information on each aircraft, the user must enter another query using the registration number displayed on each hit list entry.

POSITIVE RESPONSE (HIT) CONFIRMATION FOR THE WANTED FILES IN NCIC

The agency that obtained the "HIT" has the ability to designate to the entering agency one of two priorities for confirmation.

Priority 1: Urgent

Confirm the hit within ten (10) minutes. In those instances when the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, the highest level of priority should be specified.

Each agency must within the designated time frame furnish to an agency requesting a record confirmation, a response indicating a positive or negative confirmation or notice of a specific amount of time necessary to provide a response to the request for record confirmation.

Priority 2: Routine

Confirm the hit within one hour. Generally this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

Each agency must within the designated time frame furnish to an agency requesting a record confirmation, a response indicating a positive or negative confirmation or a notice of a specific amount of time necessary to provide a response to the request for record confirmation.

Shared Responsibility

Although a hit confirmation request relies primarily on the cooperation of the entering agency, the agency making the request also should provide as much information in the proper format to assure an efficient exchange of information. This also includes using the priority designation appropriately. Although it may seem easier to make everything a high priority, it will defeat the purpose of this change. Agencies are encouraged to use the lower priority when an immediate response is not necessary. It will make the entire process more efficient and responsive.

Documentation of HIT Confirmation

The "YQ" and "YR" formatted messages should be used for documentation, even if the initial confirmation is handled by a telephone call.

Field Codes and Explanation for YQ Message:

Field	Length	Explanation
RTY (Request Type)	2	Request Types permitted: SV = Stolen/Felony Vehicle WP = Wanted Person PO = Protective Order MP = Missing Person PO = Protection Order SL = Stolen License Plate(s) SG = Stolen Gun SA = Stolen Article SS = Stolen Security SB = Stolen Boat SP = Stolen Part
RNO (Request number)	1	Request Number (1, 2, or 3)
PRI (Priority Designation)	1	U = Urgent, R = Routine
OCA (Originating Case #)	20	Originating Agency Case Number
NIC (NCIC Number)	10	The NCIC assigned number for the person or property you received a positive response (HIT) on.

The field codes, edits, and field lengths are the same as the wanted files for the reference fields. i.e. VIN for vehicle identification number and you are allowed 20 spaces same as in the wanted files. The exceptions will be 10 characters for license number, 24 for VMA, 23 for Gun make, and 24 for Boat make.

RNA (Requester)	30	Name of requesting officer
RAG (Agency name)	30	Name and type of agency, example PD Chesterfield CO
PHO (Agency phone number)	10	Telephone number of agency requesting confirmation of HIT (Optional field)
EXT (Telephone extension #)	4	Telephone extension number (Optional field)
FAX (FAX Number)	10	FAX number of the agency requesting the HIT be confirmed (Optional field)
CTO (Court Order Number)	20	Number on the court order (Optional field)
WNO (Warrant number)	20	Number on the warrant (Optional field)
REM (Remarks from sending agency)	500	Up to 500 characters for the apprehending agency to advise the entering agency information about the apprehension (Optional field)

YQ.
Request for HIT Confirmation

YQ messages can only be sent to one 9-character ORI.
Format:

YQ.SENDING ORI.RECEIVING ORI.
TXT
RTY/ .RNO/ .PRI/ .
OCA/ .NIC/ .

(stolen/felony vehicle) - LIC/ .and/or VIN/ .(VYR/).(VMA/).
(wanted person) - NAM/ .DOB/ .(SEX/).
- NAM/ .DOB/ .(SEX/).
(missing person) - NAM/ .DOB/ .(SEX/).
(protection order) - NAM/ .DOB/ .(SEX/).
(stolen license plate) - LIC/ .LIS/ .(LIY/).(LIT/).
(stolen gun) - SER/ .CAL/ .MAK/ .(MOD/) .
(stolen article) - TYP/ .SER/ (BRA/) .
(stolen security) - TYP/ .SER/ .(DEN/) .
(stolen boat) - REG/ .and/or BHN/ .(BMA/) .
(stolen part) - SER/ .(BRA/) .(CAT/) .
RNA/ .RAG/ .
(PHO/) .(EXT/) .(FAX/) .
(CTO) .(WNO) .
(REM/)

All field not in parentheses are required.

Example of your message to NLETS.

YQ.VA0210100.NC0290100.
TXT
RTY/WP.RNO/1.PRI/U.
OCA/941234567.NIC/W123456789.
NAM/LONGERBEAM,LEROY R.DOB/19450422.SEX/M.
RNA/SGT J B LAW.RAG/PD CHESTERFIELD CO.
PHO/8047481251.FAX/8047481200.
REM/SUBJECT STOPPED FOR TRAFFIC VIOLATION PLEASE ADVISE IF YOU WILL EXTRADITE

Example of your message from NLETS to receiving ORI.

YQ.VA0210100.
12:33 05/01/2003 12345
12:33 05/01/2003 21978 NC0290100
TXT
****HIT CONFIRMATION REQUEST - FIRST NOTICE ****
****RESPONSE PRIORITY: URGENT! RESPOND WITHIN 10 MINUTES****

OCA/941234567.NIC/W123456789.

WANTED PERSON

NAM/LONGERBEAM,LEROY R.DOB/19450422.SEX/M.

NAME OF REQUESTER:SGT J B LAW.AGENCY NAME:PD CHESTERFIELD CO.
PHONE:(804)748-1251.
FAX:(804)748-1200.
REM/SUBJECT STOPPED FOR TRAFFIC VIOLATION PLEASE ADVISE IF YOU WILL EXTRADITE

Field Codes and Explanation for YR messages:

Field	Length	Explanation
RTY (Request Type)	2	Request Types permitted: SV = Stolen/Felony Vehicle WP = Wanted Person PO = Protective Order MP = Missing Person PO = Protection Order SL = Stolen License Plate(s) SG = Stolen Gun SA = Stolen Article SS = Stolen Security SB = Stolen Boat SP = Stolen Part
CON (Confirmation Status)	1	Y - Yes N - No P - In process of being confirmed E - Valid but awaiting a decision on extradition
HRS (Hours)	3	Hours to complete confirmation of record. (Required when CON = "E" or "P")
OCA (Originating Case #)	20	Originating Agency Case Number
NIC (NCIC Number)	10	The NCIC assigned number for the person or property on which you received a positive response (HIT).

The field codes, edits, and field lengths are the same as the wanted files for the reference fields, i.e., VIN for vehicle identification number and you are allowed 20 spaces same as the wanted files. The exceptions are 10 characters for license number, 24 for VMA, 23 for Gun make, and 24 for Boat make.

CNA (Name of Confirmer)	30	Name of person confirming HIT
CAG (Name of Confirming agency)	30	Name and type of agency, example
PHO (Agency phone number)	10	Telephone number of agency confirming HIT (Optional field)
EXT (Telephone extension #)	4	Telephone extension number (Optional field)
FAX (FAX Number)	10	Confirming agency FAX number (Optional field)
CTO (Court Order Number)	20	Number on the court order (Optional field)
WNO (Warrant number)	20	Number on the warrant (Optional field)
REM (Remarks from confirming agency)	500	Up to 500 characters for the entering agency to advise the apprehending agency information about the entry (Optional field)

YR.
RESPONSE TO HIT CONFIRMATION REQUEST (YR)

YR messages can be addressed to one 9-character ORI only.

FORMAT

YR.SENDING ORI.RECEIVING ORI.
TXT
RTY/ .CON/ .HRS/ .
OCA/ .NIC/ .

(stolen/felony vehicle) - LIC/ .and/or VIN/ .(VYR/).(VMA/).
(wanted person) - NAM/ .DOB/ .(SEX/).
(protective order) - NAM/ .DOB/ .(SEX/).
(missing person) - NAM/ .DOB/ .(SEX/).
(protection order) - NAM/ .DOB/ .(SEX/).
(stolen license plate) - LIC/ .LIS/ .(LIY/).(LIT/).
(stolen gun) - SER/ .CAL/ .MAK/ .(MOD/) .
(stolen article) - TYP/ .SER/ (BRA/) .
(stolen security) - TYP/ .SER/ .(DEN/) .
(stolen boat) - REG/ .and/or BHN/ .(BMA/) .
(stolen part) - SER/ .(BRA/) .(CAT/) .
CNA/. CAG/ .
(PHO/) . (EXT/) . (FAX/) .
(CTO/) .(WNO/) .
(REM/)

Those fields that are in parentheses are optional, all other fields are required.

Example of your message to NLETS.

YR.VA0290100.TX0123000.
TXT
RTY/SV.CON/Y.
OCA/942425261.NIC/V123456789.
LIC/FPX302.VIN/123456789.VYR/1998.VMA/PONT.
CNA/DET J B OUTLAW.CAG/PD FAIRFAX CO.
PHO/7033233344.FAX/7033231205.
REM/VEHICLE STILL WANTED, PLEASE HOLD FOR PRINTS

Example of your message from NLETS to receiving ORI.

YR.VA0290100.
12:55 05/01/2003 12355
12:56 05/01/2003 21998 TX1230000
TXT
****HIT CONFIRMATION RESPONSE****

THE RECORD BELOW:IS CONFIRMED

STOLEN VEHICLE
OCA/942425261.NIC/V123456789.LIC/FPX302.VIN/123456789.VYR/1970.VMA/PONT.
NAME OF CONFIRMER:DET J B OUTLAW.CONFIRMING AGENCY:PD FAIRFAX CO.
PHONE:(515)272-3322.FAX:(804)748-1200.
REM/VEHICLE STILL WANTED, PLEASE HOLD FOR PRINTS

Hazardous Material File

The purpose of this application is to provide VCIN users with on-line information on hazardous materials. The inquiry will be made on a four digit internationally recognized code called a "UN number." This number, normally found on a placard on the vehicle, will relate directly to the hazardous material therein. The response will indicate a variety of information including:

chemical name
personal safety precautions
general handling procedures
disposal methods
degree of hazard to public health
availability of countermeasure materials

The data base will be housed and maintained by the NLETS system in Phoenix, Arizona. The base file and updates will be provided to NLETS by the Department of Transportation and, with a few minor exceptions, will mirror the Department of Transportation's (DOT) Emergency Response Guide.

Although CHEMTREC does not have a direct link in this process, every response from NLETS will direct the user to contact CHEMTREC at (800) 424-9300 if an actual emergency exists. CHEMTREC not only can provide one-on-one contact, but may also have additional and/or more detailed information on the chemical in question.

Format: 360

MQ.ORI.NL.
TXT
UNN/(Number from Placard)

Example:

MQ.VAVSP0000.NL.
TXT
UNN/1268

Telephone Access to Social Security Information

The Office of Investigations (OI) of the Office of the Inspector General (OIG) Social Security Administration (SSA) has offered to provide assistance in verifying the validity of social security numbers. They and the SSA are adamant in their resolve to protect and preserve the confidentiality of social security account number information.

Therefore the SSA, Inspector General's field division offices listed on the following page will verify social security numbers only under special and very specific circumstances.

SSA, OIG, Office of Investigations

OI conducts and coordinates investigative activity related to fraud, waste, abuse, and mismanagement of SSA programs and operations, in accordance with applicable laws, policies, and regulations. These activities include wrongdoing by applicants, beneficiaries, contractors, physicians, interpreters, representative payees, third parties, and SSA employees. OI also conducts joint investigations with other federal, state and local law enforcement agencies.

Should any of the NLETS members, in the course of their own investigations, become aware of any of the above-described violations, they may contact the appropriate SSA, OIG, OI office to report it. Subsequent actions, such as entry into a joint investigation, will depend on the facts and circumstances of the individual case. Assuming that these conditions are met, they can provide the following information:

- NLETS users may provide a social security number to one of the field division offices and they will verify whether it is a valid number.

- NLETS users may provide a social security number and name and they will tell you whether the number matches the name.

This information is not available on-line. Nor are there NLETS terminals at all of the SSA, OIG offices.

Before an OIG SA may provide SSN verification information, he or she must be in receipt of a proper law enforcement request. The request must:

- Be in writing,

- Be on official letterhead of the requesting agency (a fax cover sheet is not adequate for this purpose),

- Be signed by a law enforcement official,

- Include the name and SSN to be reviewed, and,

- Include a certification that the individual about whom information is sought is suspected of misusing an SSN or of committing another crime against a Social Security program.

- The request may be sent by mail or via facsimile.
  Philadelphia Field Division
  Tele:215-521-0300
  215-521-0316 facsimile machine

National Insurance Crime Bureau (NICB)

The National Insurance Crime Bureau (NICB), formerly NATB, is a crime prevention organization assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to personal property. NICB maintains Divisional Offices in Atlanta, Chicago, Dallas, New York and Los Angeles. Branch offices are located in Boston, Detroit and Houston. Each office can be reached directly via NLETS. The Eastern and Western Division offices are open 24 hours a day, 7 days a week for urgent inquiries.

NICB resources include a staff of strategically located special agents available to assist law enforcement in matters related to theft, fraud, and arson. Each special agent is always on call to provide assistance to law enforcement in the identification of vehicles under investigation. Special agents are highly qualified investigators and experts in identifying vehicles on which identifying numbers have been removed, changed, altered, or obliterated. Special agents participate in training programs for law enforcement officers charged with the responsibility of theft, fraud, and arson investigations.

NICB publishes manuals and software for assisting law enforcement in the investigation of the financial crimes of theft, fraud, and arson. VINASSIST is a personal computer-based software package that assists VIN users in detecting and correcting VIN errors. Once a VIN has been corrected with VINASSIST, it can be verified for accuracy by checking NICB's assembly and shipping records. VINASSIST is available free of charge by directing requests via NLETS to NICB's National Systems Division.

NICB manuals include the Passenger Vehicle Identification Manual, the Commercial Vehicle Identification Manual, VIN Location Pocket Guide and the NICB Annual Report.

The Passenger Manual furnishes identification techniques for motor vehicles, engines, and transmissions, in addition to a brief summary of vehicle and marine laws and regulations. The Commercial Manual similarly covers truck tractors, light duty trucks, diesel engines, commercial trailers, recreational vehicles, farm, construction, and off-road equipment. The VIN Location Chart is a quick reference to be carried by field personnel.

The Annual Report monitors trends in vehicle theft and fraud. Each publication is available free of charge to law enforcement agencies. For more information, direct requests via NLETS to your local NICB Region Office or contact:

Dan Abbott
National Insurance Crime Bureau
Phone: (708) 237-4410
Fax (708) 430-2446
E-mail: dabbott@nicb.org
ORI: ILNATBC00

NICB maintains a rapidly expanding national and international index of more than 250 million records related to vehicles including manufacturer's shipping and assembly, vehicles imported and exported, thefts, impounds, salvage, auction, pre-inspection, vehicle claim, and rental. To track a motor vehicle's complete life cycle from birth to death, the data base is designed to include vehicle liability, physical damage, and related homeowner claims. NICB files include data on passenger vehicles, multipurpose vehicles, trucks, trailers, motorcycles, snowmobiles, construction and farm equipment, boats, and uniquely identifiable parts.

NICB also maintains a HELP file. It may be accessed by sending an "AM" message to NAADMHELP.

Checking NICB on NCIC Stolen Vehicle Entries

NICB has a mirror image of NCIC's stolen vehicle file. Every stolen vehicle entered on NCIC will be passed to NICB by NCIC. NICB will enter this record on their file and interrogate all NICB files with the exception of the Manufacturer's Shipping File. If a VIN match is made, the following message will be forwarded via NLETS ("AM" message) to the entering agency:

"THIS IS TO NOTIFY YOU THAT THE VEHICLE YOU ENTERED INTO NCIC, VIN12345671234567890, IS IN THE NICB DATA BASE. BELOW IS THE NICB RELATED VEHICLE RECORD. THIS MAY ASSIST YOU WITH ANY FOLLOW UP INVESTIGATION."
(followed by matching NICB record)

NICB Theft Response

NICB receives approximately 400,000 theft records from its member companies. While NCIC and CPIC active thefts are not available to law enforcement through NICB, member company thefts, both active and inactive, are displayed when querying CICB by VIN. This allows your agency to deal directly with the member company when appropriate.

NICB Theft/Recovery Response

This information mirrors the theft response except recovery information is also displayed.

NCIC/CPIC Canceled Records

NICB maintains NCIC canceled records online dating back to 1972. Rather than asking for an off-line search of NCIC records, a query to NICB provides an immediate response. Canadian Police Information Centre (CPIC) canceled records date back to 1996. Both NCIC and CPIC have authorized the release of canceled records by NICB.

Inquiries

NICB provides automated access to twelve (12) different files. These are:

* Manufacturer's Shipping File
* Impound File
* Export File
* Salvage File
*International Index File
*Theft (recovery) File
* Auction File
* Pre-Inspection File
* Vehicle Claim File
* Rental File
* Theft File
* NCIC/CPIC Canceled File

These files may be accessed via two distinct types of inquiries. One will access only the Impound and Export files (NIQ). The other will access all twelve files listed above (NAQ).

Access to these files is for investigative purposes only. Users should not program their computers to automatically send inquiries to these files whenever an inquiry is sent to either the NCIC/VCIN stolen vehicle file or state vehicle registration files.

Impound/Export File Inquiry (NIQ)

This transaction interrogates the NICB Impound and Export files only. Impound records will only be returned on an "NIQ" if the date of impound is less than 60 days from the date of the inquiry.

Example:

NIQ.VAVSP0000.NA.
TXT
VIN/1234567891234567

Below is the format for the Impound/Export file inquiry.

Field Name	Length	Comments
NIQ.	3	Message key identifies Query for Impound and Export information only followed by a period
Sndr ORI.	9	9-character ORI of sending agency followed by a period
Dest ORI.	2	Destination ORI; must be "NA" followed by a period and optional control field
TXT	3	Normal TXT
VIN/	4	Prefix for VIN
VIN	max 20	VIN for vehicle (no period for last data element)

All Files Inquiry (Impound/Export/Salvage/Shipping/Int's/Auction/ Pre-Inspection/Vehicle Claim/Rental)

This transaction interrogates all available NICB files with one exception. If only a partial VIN is available, the user may submit the last 8 characters of the VIN. In order to identify the VIN as partial to NICB, the user MUST preface the partial VIN by the word "PARTIAL." For example, a partial VIN with the year 1990 would look like this: VIN/PARTIAL24654790. Note that there is no space or separator between the word "PARTIAL" and the six characters VIN. When a partial VIN search is requested only the Manufacturer's Shipping File will be searched.

Example:

NAQ.VAVSP0000.NA.
TXT
VIN/1234567891234567

Below is the format for the "all NICB file" inquiry.

Field Name	Length	Comments
NAQ.	3	Message key identifies Query for all NICB Information followed by period
Sndr ORI.	9	9-character ORI of sending agency followed by a period
Dest ORI.	2	Destination ORI; must be "NA" followed by a period and optional control field
TXT	3	Normal TXT
VIN/	4	Prefix for VIN
VIN	max 20	VIN for vehicle (no period for last data element); partial VIN may be 8 characters or 6 characters and year of the vehicle. A partial VIN must be preceded by the word "PARTIAL." (E.G., VIN PARTIAL78787822. Only the Manufacturer's Shipping File will be searched on a partial VIN inquiry.

Responses to NICB Inquiries

- Manufacturer Shipping File Response

If no information is found on any of the nine NICB files, the following message will be displayed: NO RECORD NICB.

Shipping responses indicate to whom, when, and where a vehicle has been shipped.

Sample response for an inquiry in which a shipping match was found:

NAR.(standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
SHIPPING
STATUS/ XXXXXXXXXXXXXXX DATE/ XX/XX/XX
DEALER NAME/ XXXXXXXXXXXXXXXXXXXXX DEALER CODE/ XXXXXXXXX
DEALER CITY, STATE/ XXXXXXXXXXXXXXXX,XX PHONE/ XXXXXXXXXX

Explanation of Fields

STATUS/ Some manufacturers provide NICB with the status of vehicles which have special circumstances pertaining to them. NICB then places a status condition into the status field. NICB may or may not have additional information regarding a status condition. Therefore, if a vehicle has a status condition, NICB should be contacted. Below is a list of status conditions and their definitions:

CONDITION	DEFINITION
UNDEFINED	The situation about the vehicle or VIN plate is not clearly defined.
UNUSED	The VIN plate and its embossed or stamped number will not be installed or assigned to a vehicle.
STOLEN FROM LOT	The vehicle was stolen from a factory or dealer lot.
DESTROYED	The vehicle has been completely destroyed.
SCRAPPED	The vehicle is unusable.
INCORRECT	The VIN number found on the vehicle is incorrect. This number does not conform to the Federal Motor Vehicle Standard.
STAMPING ERROR	Hidden numbers found on the vehicle, i.e., engine, transmission and/or chassis numbers are not correct. This situation relates to domestic built vehicles which denote a VIN derivative stamped, embossed, or labeled on component parts.
STOLEN PLATE	Manufacturer advises that only the VIN plate was stolen.
FLOOD DAMAGED	The vehicle has had water damage and is not to be sold.
UNSCRAPPED	The vehicle previously reported as a scrapped vehicle has been repaired and is being sold.
FIRE DAMAGED	The vehicle is reported as having fire damage and is not to be sold.

REPLACEMENT	Replacement VIN plate - The vehicle's original VIN plate was damaged or is missing and a replacement plate was issued by the manufacturer. Replacement Parts - The vehicle's component part has been replaced and the part has a new number.
DONATED VEHICLE	The vehicle was donated and removed from commerce.
TEST VEHICLE	The vehicle is used for testing purposes and is not to be sold.
DATE/	The date in which the vehicle was shipped (mm/dd/yy).
DEALER NAME/	The name of the dealership that the vehicle was shipped to.
DEALER CODE/	The dealer code supplied by the dealer.
DEALER CITY, STATE/	The city and state where the dealer is located.
PHONE/	The phone number for the dealer.

If NICB has no information for a particular field, the field header will not appear on the response.

- Salvage File Response

If no information is found on any of the nine NCIB files, the following message will be displayed:
NO RECORD NICB.

Salvage responses indicate that the vehicle has been damaged (cause of loss) and what the cash value is of the vehicle prior to the loss, the received value and the appraised value.

Sample response for an inquiry in which a salvage match was found:

NAR.(standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
SALVAGE
VYR/ XX VMA/ XX DATE OF SALVAGE/ XX/XX/XX
CAUSE OF CLAIM/LOSS/ XXXXXXXXXXXX
INSURANCE COMPANY/ XXXXXXXXXXXXXXXXXXXXXXXXXXX
INSURANCE COMPANY ADDRESS/ XXXXXXXXXXXXXXXXXXXXXXXXX,XX
INSURANCE COMPANY PHONE/ XXXXXXXXXX
CLAIM #/ XXXXXXXXXXXXXXXXXXX ACTUAL CASH VALUE/ XXXXXX
RECEIVED VALUE/ XXXXXX APPRAISED VALUE/ XXXXXX

Explanation of Fields

VYR/	The last two digits of the model year of the vehicle
VMA/	The vehicle make as encoded in NCIC supplied tables
DATE OF SALVAGE/	Date of salvage (mm/dd/yy)
CAUSE OF CLAIM/LOSS/	Cause of claims or loss
INSURANCE COMPANY/	Name of insurance company
INSURANCE COMPANY ADDRESS/	City and state where insurance company is located
INSURANCE COMPANY PHONE/	Phone number of insurance company
CLAIM #/	Claim number of insurance company
ACTUAL CASH VALUE/	Actual cash value prior to loss
RECEIVED VALUE/	Dollar amount insured received for loss
APPRAISED VALUE/	Appraised value at the time of loss

If NICB has no information for a particular field, the field header will not appear on the response.

- Impound File Response

If no information is found on any of the nine NICB files, the following message will be displayed:
NO RECORD NICB.

Impound records will only be returned on an "NIQ" if the date of impound is less than 60 days from the date of the inquiry.

Impound responses indicate that the vehicle has been impounded, but does not tell whether or not the vehicle was claimed or remains in the lot.

Sample response for an inquiry in which an impound match was found:

NIR/NAR.(standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10BF123456 MSG 01 OF 01
IMPOUND
ORI OF IMPOUNDING AGENCY/ XXXXXXXXX CASE #/ XXXXXXXXXX
DATE OF IMPOUND/ XX/XX/XX POUND/ XXXXXXXXXXXXXXXXXXXXXXX
VMA/ XXXX VMO/XXX VYR/XX VST/ XX LIC/ XXXXXXXXX LIS/ XX LIY/XX LIT/ XX
MISC/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
POUND INV #/ XXXXXXXXXXX POUND PHONE #/ XXXXXXXXX
NY DERELICT/ X

Explanation of Fields

ORI OF IMPOUNDING AGENCY/ recovery/impound	The nine digit identifier for the place of
CASE #/	Case number assigned by the law enforcement agency that holds the theft report
DATE OF IMPOUNDING/	Date of recovery/impound (mm/dd/yy)
POUND/	Name of impounding lot
VMA/	The vehicle make as encoded in NCIC supplied tables
VMO/	The vehicle model of impounded vehicle
VYR/	Last two digits of the model year of the vehicle
VST/	The vehicle type as encoded in NICB tables
LIC/	License number of impounded vehicle
LIS/	The state in which the vehicle is licensed
LIY/	The license year
LIT/	The type of license issued
MISC/	Miscellaneous information
POUND INV #/	Invoice number assigned by the impounding agency
POUND PHONE/	The phone number of the impounding lot
NY DERELICT/	Indicates whether or not the vehicle was impounded under the New York Derelict program

If NICB has no information for a particular field, the field header will not appear on the response.

- Export File Response

If no information is found on any of the nine NICB files, the following message will be displayed:
NO RECORD NICB.

Export responses indicate that the vehicle has been exported out of the country, but does not indicate if the vehicle has been returned to the country.

Sample response for an inquiry in which an export match was found:

NIR/NAR.(standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
EXPORT
VYR/ XX VMA/ XX DATE OF EXPORT/ XX/XX/XX
DESTINATION/
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Explanation of Fields

VYR/	Last two digits of the model year of the vehicle
VMA/	The vehicle make as encoded in NCIC supplied tables
DATE OF EXPORT/	Date of export (mm/dd/yy)
DESTINATION/	Destination of export

If NICB has no information for a particular field, the field header will not appear on the response.

- International Index Response

If no information is found on any of the nine NICB files, the following message will be displayed:
NO RECORD NICB.

NICB maintains records of stolen or salvaged vehicles for Canada, Germany, France and Sweden. NAQ inquiries will also check this index and return any hits.

Sample response for an International Index Theft:

NCIB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
INTERNATIONAL THEFT
VYR/ XX VMA/ XX DATE OF THEFT/ XX/XX/XX FILNR/XXXXXXXXXX
OWNER/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sample response for an International Index Salvage:

NCIB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
INTERNATIONAL SALVAGE
VYR/ XX VMA/ XX DATE OF SALVAGE/ XX/XX/XX FILNR/XXXXXXXXX
OWNER/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Explanation of Fields

VYR/	Last two digits of the model year of the vehicle
VMA/	The vehicle make as encoded in NCIC supplied tables
DATE OF THEFT OR DATE OF SALVAGE	Date of Theft or Salvage (mm/dd/yy)
FILNER	Unique file number of record holder
OWNER	Owner of record

Users should contact NICB if a hit is obtained on these records. If NICB has no information for a particular field, the header will not appear on the response.

- Auction File Response

If no information is found on any of the nine NICB files, the following message will be displayed:
NO RECORD NICB.

Auction responses include those records that are processed through auction houses prior to the sale and sent to NICB.

Sample response for an inquiry in which a auction match was found:

NAR. (standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
*AUCTION
AUCTION COMP/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
AUCTION REFERENCE #1/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DATE OF AUCTION/ XX/XX/XX VYR/ XX VMA/ XXXX VMO/ XXXX
ODOMETER/ XXXXXXX

Explanation of Fields

AUCTION COMP/	The name of the auction company in possession of the vehicle
AUCTION REFERENCE/	The number assigned to the vehicle by the auction company
DATE OF AUCTION/	The day the vehicle is scheduled for auction (mm/dd/yy)
VYR/	The last two digits of the model year of the vehicle
VMA/	The vehicle make as encoded in NCIC supplied tables
VMO/	The vehicle model as encoded in the NCIC tables
ODOMETER/	Odometer reading as reported by the auction company

If NICB has no information for the particular field, the field header will not appear on the response.

- Pre-Inspection File Response

If no information is found on any of the nine NICB files, the following message will be displayed:
NO RECORD NICB.

Pre-Inspection responses occur when vehicles are run through an authorized inspection center in several states and pictures are taken of the vehicle including the VIN plate. The photos are then sent to a specific company for examination and then run through the NICB's VINASSIST program. If they do not pass this edit, these records are put into the NICB system.

Sample response for an inquiry in which a Pre-Inspection match was found:

NAR. (standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
PRE-INSPECTION
PRE-INSP COMP/
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
INSP DATE/ XX/XX/XX INSP REPT #/ XXXXXXXXXXXXXXX
ODOMETER/ XXXXXX

Explanation of Fields

PRE-INSP COMP/	The name of the company that was responsible for the pre-inspection
INSP DATE/	The date of the pre-inspection (mm/dd/yy)
INSP REPT #/	Inspection company file #
ODOMETER/	Odometer reading at time of inspection

If NICB has no information for a particular field, the field header will not appear on the response.

- Vehicle Claims File Response

If no information is found on any of the nine NICB files, the following message will be displayed:
NO RECORD NICB.

Vehicle Claim responses contain information on physical damage to a vehicle. After the insurance adjuster or appraiser files his/her report, he/she sends a copy to a vendor used specifically for physical damage estimates. They in turn process the claim and forward it to NICB. By doing this, it will raise a red flag to the appraiser if a claim has been duplicated.

Sample response for an inquiry in which a vehicle claim match was found:

NAR.(standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
VEHICLE CLAIM
MEMBER COMPANY/
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CLAIM NO/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
INS PHONE/ XXXXXXXXXXXXXXXXXX
IMPACT POINT/ XXXXXXXXXXXXXXXXXXXXXXXXXX (SEE REASONS BELOW)
MILEAGE/ XXXXXX

- RIGHT FRONT CORNER
- RIGHT FRONT SIDE
- RIGHT SIDE
- RIGHT READ SIDE
- RIGHT REAR CORNER
- RIGHT CENTER
- LEFT REAR CORNER
- LEFT REAR SIDE
- LEFT SIDE
- LEFT FRONT SIDE
- LEFT FRONT CORNER
- LEFT CENTER
- ROLLOVER
- POINT OF IMPACT UNKNOWN
- TOTAL LOSS
- NON-COLLI SION

Explanation of Fields

MEMBER COMPANY/	The name of the company that reported the claim
CLAIM NUMBER/	The number assigned by the insurance company
INS PHONE/	The telephone number of the filing insurance company office
IMPACT POINT/	The initial impact point of the vehicle according to the filed claim
MILEAGE/	The mileage at the time of the accident

If NICB has no information for a particular field, the field header will not appear on the response.

- Rental File Response

If no information is found on any of the nine NICB files, the following message will be displayed:
NO RECORD NICB.

Several rental car agencies provide and maintain a complete inventory on the NICB system. When an impound or export is processed, it is automatically checked against this file. To qualify for entry on the NICB file, the vehicle must be:

- added to fleet
- missing
- never returned
- located
- taken out of fleet

Sample response for an inquiry in which a rental match was found:

NAR.(standard NLETS header)
NICB RESPONSE FOR VIN/1FABP10B7BF123456 MSG 01 OF 01
RENTAL
RENTAL REFERENCE #/
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
RENTAL COMPANY/ XXXXXXXXXXXXXXXXXXXXXXXXXXXX
ACTIVITY DATE/ XX/XX/XX
ACTIVITY REASON/ (SEE REASON BELOW) XXXXXXXXXXXXXXXXXXXXXXXXXX
CUSTOMER
NAME/ XXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX
XXXXXXXXXXXX
ADDR/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
VYR/ XX VMA/ XXXX VST/ XX ODOMETER/ XXXXXXX

- VEHICLE ADDED TO FLEET
- VEHICLE MISSING
- VEHICLE NEVER LOCATED
- VEHICLE TAKEN OUT OF FLEET

Explanation of Fields

RENTAL COMP/	The name of the rental company
RENTAL REFERENCE #/	The rental company's file #
ACTIVITY DATE/	The date last action was taken on vehicle
ACTIVITY REASON/	The reason the vehicle is on file
NAME/	The name of the customer that rented the vehicle
ADDR/	The address of the customer
VYR/	Vehicle year
VMA/	The vehicle make as encoded in NCIC supplied tables
VST/	The vehicle style
ODOMETER/	The odometer reading at time of activity

If NICB has no information for a particular field, the field header will not appear on the response.

National Center for Missing and Exploited Children (NCMEC)

The National Center for Missing and Exploited Children was created in mid- 1984 by a Cooperative Agreement with the Office of Juvenile Justice and Delinquency Protection of the U. S. Department of Justice. NCMEC is a non- profit organization, located in Washington, D.C., and now under the umbrella of the Missing Children's Assistance Act of 1984.

NCMEC serves as a clearinghouse of information, provides technical assistance to law enforcement and parents, and offers training programs to the law enforcement community.

NCMEC has published information on effective state legislation to protect children, a handbook on parental kidnapping for law enforcement and parents, a directory of support groups around the country, safety tips for parents and children, a national photo directory of stranger-abducted children, and other materials. All publications are available free of charge from NCMEC.

In addition, NCMEC maintains a toll-free telephone line to those who have information that could lead to the location and recovery of a missing child. That number is 1-800/843-5678.

Technical assistants at NCMEC advise law enforcement officials and parents involved in the cases of missing children, child victimization, child pornography, and child prostitution. NCMEC coordinates among parents, support groups, and the media to distribute photos and descriptions of missing children and coordinates the exchange of information regarding child exploitation.

For technical assistance or additional information, law enforcement officers may contact:

National Center for Missing and Exploited Children
2101 Wilson Blvd., Suite 550
Arlington, Virginia 22201
Phone: 703/235-3900
ORI: VA007019W

COMMUNICATIONS WITH CANADA

Page No.

Policy for use of Information from Canada IV-82

Types of Information Available IV-83

Off-Line Search IV-84

Manual Intervention Policies IV-85

General Rules IV-86
- Canadian Addressing Code IV-86
- Message Size IV-86
- Special Requirements IV-86
- Reason Code (RSN/) IV-87
- Person/Property in Sight(PPS/) IV-87
- Error Messages IV-87
- Status Messages IV-87

Person File (WQ/WR) IV-88
- General IV-88
- Types of Persons Information Available IV-88
- Wanted (WANT) IV-88
- Charged (CHGD) IV-88
- Prohibited (PROHIB) IV-89
- Parolee (PAROL) IV-89
- Probation (PROB) IV-89
- Refused (REF) IV-89
- Observation (OBS) IV-90
- Missing (MISS) IV-90
- Inquiry Format (WQ) IV-91
- Response (WR/UR) IV-92

Vehicle File (VQ/VR) IV-95
- General IV-95
- Types of Vehicle Information Available IV-95
- Stolen (V or VEHICLE)..... IV-95
- Observation (OBSERVEH) IV-95
- Crime (CRIME) IV-96
- Abandoned (ABAN or ABANDONED) IV-96
- Pointer (PNTRV or POINTERVEH) IV-96
- Inquiry Format (VQ) IV-97
- Response (VR) IV-98

Driver License Files (UQ/UR) IV-101
- General IV-101
- Person File Access IV-101
- Inquiry Format (UQ) IV-101
- Responses IV-103
- Person File (WR) IV-103
- Province/Territory (UR) IV-105

Vehicle Registration Files (XQ/XR) IV-106
General IV-106
Vehicle File Access IV-106
Inquiry Formats (XQ) IV-106
Responses (XR/VR) IV-107
Vehicle File (VR) IV-107
Province/Territory (XR) IV-108

Article File (CAQ/CAR) IV-110
General IV-110
Types of Article Information Available IV-110
Inquiry Format (CAQ) IV-110
Response (CAR) IV-112

Gun File (CSG/CRG) IV-114
General IV-114
Types of Gun Information Available IV-114
Inquiry Format (CGQ) IV-115
Response (CGR) IV-116

Securities File (CSQ/CSR) IV-119
General IV-119
Types of Securities Information Available IV-119
Inquiry Format (CSQ) IV-120
Response (CSR) IV-122

Boat File (CBQ/CBR) IV-124
General IV-124
Types of Boat Information Available IV-124
Inquiry Format (CBQ) IV-124
Response (CBR) IV-126

Criminal History File IV-128
General IV-128
Criminal Name Index Query (IQ) IV-128
Criminal Name Index Response (IR) IV-130
Full Criminal Record Inquiry (FQ) IV-135
Full Criminal Record Response (FR) IV-136
Non-Retrievable Criminal History Records IV-139
Supplemental Criminal History Inquiry and Response (AQ/AR) IV-139

Administrative Messages IV-139
General IV-139
General Administrative Messages IV-139
Access Non-Automated Driver License Information IV-139

ORION IV-140

HELP Files IV-140

COMMUNICATING WITH CANADA

NLETS supports a computer to computer interface to Canada for the purpose of exchanging criminal justice and criminal justice related information. Through this interface, a variety of information is available.

This document provides detailed specifications, which will allow agencies to obtain information from Canada.

It is important to understand that Canadian information will be provided from a number of sources. The Canadian Police Information Centre (CPIC), a system somewhat similar to FBI/NCIC, will be providing Person information (see Section 24.4) Vehicle information (see Section 24.5), and vehicle registration and driver license information for several provinces and the two territories that do not maintain their own vehicle registration and driver license files.

Those provinces that maintain their own files will provide their vehicle registration and driver's license information directly. Note however that driver license status information will come directly from CPIC. More detailed information on this may be found in Sections 24.6 and 24.7 of this document.

As a part of this interface, users within Canada will also be obtaining information from users in the United States. Requests from Canada will conform to formats currently in use.

Policy for Use of Information from Canada

The CPIC has both confidentiality and dissemination policies regarding the use of the information they provide.

Within their CPIC Policy Manual (Chapter 1.2, Section 24, Paragraph 24.1) it states:

"Information contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention or suppression of crime and in the enforcement of law. This information must be protected against disclosure to unauthorized agencies or individuals."

Paragraph 24.1, a. further states:

"CPIC printouts or copies therefore pertaining to persons, vehicles, marine, and property files in the investigative data bank shall be disseminated only to those agencies approved by the CPIC Advisory Committee."

Regarding this interface, CPIC provides information but requires that the states restrict access to criminal justice agencies for criminal justice purposes. These restrictions are nearly identical to those the states currently have in place for controlling access to criminal history information over NLETS (IQ/FQ/AQ) by their users.

Finally, per Canadian policy, under no circumstances shall any data be released outside the criminal justice system without specific written approval of the CPIC Advisory Committee.

Types of Information Available

The general types of information available fall under the following categories. See the specific sections for further details.

- Persons
- Vehicles
- Drivers License
- Vehicle Registration
- Articles
- Guns
- Securities
- Boats
- Criminal History
- Administrative
- ORI Tables
- HELP

Off-Line Searches

General

The term "CPIC off-line search" refers to the method of processing and searching CPIC records in a computing environment independent of the CPIC computer system. Whenever the query capability of the CPIC system cannot be used to search the CPIC database for known partial descriptions of Persons, Property, Vehicle, Boats or Boat Motors, a request for an off-line search can be submitted to the Support Services Unit, CPIC Secretariat Branch, CPIC Services, Informatics Directorate, at RCMP Headquarters in Ottawa (ORI: IC9000200). The Support Services Unit maintains a series of programs to search all CPIC database records. These programs compare the partial descriptive information available for possible matching or close similarity to data already stored on the system. Output from these off-line search programs provides results in the form of listings, which are forwarded directly to the requesting police agency. The following components of the CPIC database can be searched in an off-line environment.

All fields identified on the CPIC records pertaining to the Persons, Property, Vehicle or Marine files can be searched for partially known descriptive information.

Computer tapes that record all query transactions performed by all NLETS users on the CPIC can be searched to determine location and movement of Persons and Vehicles. These logging tapes are held for a three-year period and any time frame within the three years can be requested for an off-line search.

Computer tapes that record all administrative type messages dispatched by all agencies ORI's can be searched for a three-year period.

Registered Owner (RO) information stored on the centralized CPIC RO files for Saskatchewan, Manitoba, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Yukon and Northwest Territories can be searched for partial descriptions of vehicles and licenses. As well, computer tapes for the Alberta RO system are available for similar processing. Listings can be sorted by fields, such as make, model, year, or postal code.

Records on criminal record synopsis and criminal name index tapes contain all persons with criminal records, and can be searched for partial or a range of descriptions on height, weight, age, marks and tattoos. Listings can be sorted by any of these fields.

Off-line Search Consultations

For advice and consultation on requesting off-line searches, contact CPIC Support Services Unit at ORI: IC9000200.

Priority Levels

The requesting agency must assign a priority level to each off-line search requested. Support Services will attempt to provide results within the following time frames:

- URGENT - within 6 hours. The request is usually for information that is sought on major crime investigations.

- ROUTINE - overnight or the next working day.

Hours of Operation

Support Services Unit (IC9000200) is staffed during normal working hours (Ottawa time). After normal working hours, this ORI is placed on alternate route to the CPIC Computer Room. Thus providing 24-hour capability to process URGENT operational off- line search requests.

Off-line Search Procedures

To request an off-line search of the Person, Property, Marine, Vehicle, Criminal Record/Criminal Name Index or vehicle registration/driver license files stored at CPIC Ottawa, contact the Support Section, CPIC Services, RCMP Informatics Directorate at ORI: IC9000200. Below is a sample request, which includes the type of information CPIC requires in order to perform the off-line search.

AM.(your ORI).IC9000200.
TXT
TO: SUPPORT SECTION, CPIC SERVICES
FROM: (your name and agency name)

RE:OFF-LINE SEARCH REQUEST
FACTUAL DETAIL: -
SUSPECTED DETAIL: -
REASON FOR REQUEST: -
REQUEST FOR PRIORITY: - (ROUTINE)
(URGENT)

If you do not receive acknowledgment of your request from Support Services within 24 hours or the next working day, contact IC9000200 again for confirmation of receipt.

Manual Intervention Policies

Due to the unique nature of this international interface, there are a few instances where there may be manual intervention as a result of sending messages to Canada. This intervention is a requirement of either Canada or INTERPOL. Below is a description of the existing applications and the level of manual intervention.

Application Manual	Intervention
Vehicle Registration	No manual intervention
Driver License	No manual intervention
All Hot File Records	No manual intervention. Users must confirm the record directly with the Canadian agency that entered the record.
Administrative Message	Washington/INTERPOL will review messages to assure they conform to INTERPOL international policies.
Criminal History	"FQ" will result in an automated response with removal of pardon records and juvenile information. Some records are only available in French. Contact ON1005900 Interpol, Canada for assistance.

General Rules

The following are general rules that users must follow when communicating with Canada.

Canadian Addressing Code

All codes are 9 characters with the first 2 characters representing the province or territory and the last two characters zero. Note that NCIC has assigned ORIs to Canadian agencies; these are not always used by Canada for this interface.

These codes are listed in Canada's ORI file called SAFEFILE. It is accessed just like ORION, except at present, you cannot access it by location. Use the two-character code "CN" as the destination address for the TQ.

Two-character province/territory codes are also used. Functionally, these are similar to the NLETS state codes. For example, an inquiry requesting vehicle registration information from Quebec would be addressed to the 2-character code "PQ." Below is a list of all provincial and territorial codes.

Province	Code
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NK
Newfoundland	NF
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SN

Territories

Northwest Territories	NT
Yukon Territories	YT

CPIC Terminals	IC

Message Size

Maximum message size is 14,400 characters per message.

Special Requirements

There are a few special requirements imposed by the international nature of this interface. Details on these may be found within the specifications for each message.

Reason Code (RSN/)

Every fixed format inquiry directed to Canada must have a reason code, which indicates the general purpose of the request. Following is a list of the authorized reason codes.

Reason for Request	Code
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

Person/Property in Sight (PPS/)

Every fixed format inquiry directed to Canada must indicate whether the subject of the message is present or "in sight". The user will indicate "in site" by inserting a "Y" in this field (e.g. PPS/Y). If the inquiry is for investigative purposes or the subject of the message, for whatever reason, is not present or available, place an "N" in this field (e.g. PPS/N).

Error Messages

All error messages generated by Canada as a result of a fixed format inquiry will be returned to the requester as a response to the inquiry. For example, an error on a driver license inquiry (message type = UQ) will be returned as a "UR" with a self- explanatory error message.

Status Messages

All status messages relating to the condition of the Canadian interface will be sent as an "SM" type message (as they are on the current NLETS network).

Persons File (WQ/WR)

General

This information is provided by the CPIC file. It will include a variety of records, some not normally available from their United States counterpart, FBI/NCIC. Users should also be aware that they may receive records associated with a person record. These may reference vehicles, articles, guns, securities, or boats and will be appended to the person record.

Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington D.C., INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry.

States must not programmatically generate inquiries to the Canadian PERSON FILE based on routine inquiries to their state wanted persons file, NCIC's wanted person file, or inquiries on driver's license by name and date of birth

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Types of Persons Information Available

Below are the different types of information that are available to United States users from the CPIC Persons File. They are:

- Wanted
- Charged
- Prohibited
- Paroled
- Probation
- Refused
- Observed
- Missing

Wanted (WANT)

This refers to a person who is arrestable and/or for whom a warrant has been issued. Persons wanted by Provincial, Canada-wide and extraditable warrant are recorded on this file.

Charged (CHGD)

This refers to a person against whom legal proceedings have commenced in relation to a criminal code offense or an offense under a Federal statute, which is waiting final disposition, including any appeal, and for who a warrant to arrest is not in force for that offense.

Prohibited (PROHIB)

This refers to a person against whom an Order of Prohibition is in effect with regard to liquor, firearms, vehicle driving (and boat operation), hunting or any other court or statute-imposed prohibition.

Note: Individuals with revoked/suspended licenses will be returned as this type of record by CPIC. British Columbia, however, keeps their own status information and therefore on a WQ no status information will be provided for British Columbia licenses.

Parolee (PAROL)

This refers to a person who has been convicted of a criminal offense and has been released on:

- Parole
- Day Parole
- Life Parole
- Mandatory Supervision, or
- Temporary absence over 24 hours from a federal penitentiary

Probation (PROB)

This refers to a person who has been convicted or found guilty of an offense and:

- has been given a suspended sentence, or conditional discharge under section 2436 (1) CC, or

- has been released on probation, or

- has been placed on peace bond, recognizance or restraining order, or

- is a young offender who is in "open custody."

Refused (REF)

This category has been incorporated into the CPIC file to meet the requirements of the Firearms Legislation of the Criminal Code. It is used to record data on a person who has:

- been refused the issuance of a Firearm Acquisition Certificate (FAC), or

- been refused the issuance of a Firearm Registration Certificate (FRC), or

- had an FRC revoked

Observation (OBS)

In the event a person is reported as being under "observation," take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

This category is used to record data on a person who is:

- suspected of committing criminal offenses and sufficient information is not available to prosecute, or

- known to be dangerous to himself/herself or to others, or

- involved in a serious criminal investigation, and confidential information as to his or her whereabouts is required.

Only observation records containing information about an individual who may pose a danger to an officer will be returned to the inquirer. Other types of "observed" records that are kept merely for surveillance purposes will not be provided to the inquirer.

There may be instances where a "silent hit" occurs. This means that the agency that entered the record will be notified that you inquired on the record, but you will receive a "no hit" message. In some instances, the agency may contact you in regard to this inquiry.

Missing (MISS)

This refers to a person:

- reported missing, or

- who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharged (designated as an eloper), or

- who a police agency is assisting to locate on compassionate grounds.

Inquiry Format (WQ)

The inquiry transaction will have the following format:

Entry	Length	Explanation
WQ.	3	2-character message type followed by a period
(Sender ORI).	9	sender ORI followed by a period
(2 character destination code)	2	2-character destination code followed by a period
TXT	3	3-character start of text identifier
NAM/	4	Prefix to identify name field
Name	max 30	Full name in format: Last name, first name (space) middle name or initial (e.g. Johnson,Anthony L) followed by a period
DOB/	4	Prefix to identify date of birth field
Date of Birth	6	Express as CCYYMMDD followed by a period
SEX/	4	Prefix to identify sex field
Sex	1	Sex: M = Male F = Female followed by a period
RSN/	4	Prefix to identify reason code
Reason Code	1	Must be authorized alpha code followed by a period N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery , murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian, followed by a period
PPDS/	4	Prefix identifies "in-sight" field
Person/Property in sight Note: No period after last field	1	Must be Y or N

EXAMPLE:

```
WQ.VA0250300.CN.
TXT
NAM/JOHNSON,ANTHONY.  DOB/19450610.SEX/M.
RSN/T.PPS/Y
```

Response (WR)

The inquirer will receive either a hit or no record from the CPIC Person File as a result of the inquiry. The inquiring agency will contact the entering agency just as they do with NCIC. When sending a YQ to Canada, insert "NONE" in the NIC number field, i.e., NIC/NONE.

- No Record Response

This occurs when no matching record was found in the Canadian file.

EXAMPLE:

WR.(STANDARD NLETS HEADER)

RESPONSE FROM CANADIAN SYSTEM - PERSONS FILE

QUERY NOT ON FILE
JOHNSON ANTHONY MATTHEW PERSON
SEX: M DOB: 19450610
>>>QUERY REMARKS: 04, (H OR I), VA0250300 *XXXXXXXXXX

- Possible Hit

A possible hit has been made on the Canadian Person File. The inquiring agency must confirm the HIT with the entering agency.

EXAMPLE:
WR.(Standard NLETS Header)
RESPONSE FROM CANADIAN SYSTEM - PERSONS FILE

* *
YOUR INQUIRY MAY HAVE RESULTED IN A POSSIBLE HIT RECORD
*BEING RETURNED. CONFIRMATION OF THE SELECTED "PERSON" *
* RECORD "MUST" BE ACCOMPLISHED USING A "YQ" MESSAGE *
* ADDRESED TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR AND OWNER OF THE RECORD *
* *
* YOU MUST ADD "00" TO THE END OF THE 7 DIDGIT CANADIAN *
* AGENCY ORI IN THE RECORD *
*EXAMPLE: ENETERED BY TORONTO PD ON030570 PM 1999-01-01 *
*DESTINATION ORI FOR CONFIRMATION "YQ" MESSAGE *
*WOULD BE ON3057000 *
* * * * * * * * * * * * * * * * * * * *

QUERY-POSSIBLE HITS FOR
JOHNSON ANTHONY MATTHEW PERSON
SEX: M DOB: 19450610
>>>QUERY REMARKS: 00,VA0250300, *XXXXXXXXXX
MAXIMUM POSSIBLE SCORE 36
NO. 1 SCORE 36
<<<<CAUTION>>>> VIOLENCE
<<<<CAUTION>>>> ESCAPE RISK
<<<<CAUTION>>>> MENTAL INSTABILITY
<<<<CAUTION>>>> SUICIDAL TENDENCIES
<<<<CAUTION>>>> CONTAGIOUS DISEASE

TEST RECORD ONLY FOR ACUPIES INTERFACE
WANTED THEFT OVER $1000 CC(231) (2)
OFFENSE DATE 90-07-05
RADIUS CANADA WIDE WARRANT

EXPIRY DATE 95-07-01
POB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)
090 KG (200LBS) BROWN HAIR BROWN EYES
MARKS: TATTOO - LEFT ARM "MOTHER"
ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO
CONTROL NUMBER: 1234567890123456
ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES
INTERFACE BETWEEN CANADA AND THE UNITED STATES
DL J1234-50673-90109 POI ONT
CASE ACUPIES-TEST
ENTERED BY INTERPOL NAT.CENT. BUREAU ON10059 ON 90-07-17
CONFIRM ALL HITS WITH ORIGINATING AGENCIES

10JUN92/19:45/00
INTERPOL - OTTAWA, CANADA

There may be some fields that are unfamiliar to the NLETS user. Below is a brief explanation of some of these fields from the example above.

CONFIRM WITH ORIGINATING AGENCY	This is standard portion of the Canadian record. Remember Canada will be confirming the hits. U.S. users need not do this.
BEST: 3,1	This field is used by CPIC to return the three highest scoring records.
*** CAUTION ***	This is a cautionary warning and will be followed by one of the four codes below. It will appear when the record subject is considered dangerous to himself/herself or to other persons. Unlike the persons record, this code will not be expanded. VIOLENCE - an automatic caution for charges involving violence, robbery, or offensive weapons. ESCAPE CUSTODY - when any attempted or actual escape, regardless or whether a charge is laid, is reported.

	MENTAL INSTABILITY - a caution generated when there is a notation on the FPS file indicating mental instability. ATTEMPTED SUICIDE - indicating that the subject has suicidal tendencies.
CC	Stands for "criminal code"
CONTROL NUMBER	This is used to record the police agency's control or warrant number for the subject.
DLT1234-50673-90109	This is the driver license number of the subject.
POI ONT	The "POI" stands for "province of issue" and the "ONT" is the province where the license was issued.

Vehicle File (VQ/VR)

General

This information is provided by the CPIC file. It will include a variety of records, some not normally available from their United States counterpart, FBI/NCIC.

Once it has been confirmed that the vehicle is the correct vehicle reported to be in question and the status of such vehicle, as reported by the CPIC system, is current and correct, it can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency that entered the vehicle into the CPIC system. The locating agency should immediately contact Washington INTERPOL for further instructions regarding the vehicle.

States must not programmatically generate inquiries to the Canadian vehicle file based on routine inquiries to their state stolen vehicle file or NCIC's stolen vehicle file.

On all inquiries to Canada, the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Types of Vehicle Information Available

Following are the different types of information that are available to United States users from the CPIC file. They are:

- Stolen
- Observation
- Crime
- Abandoned
- Pointer

Stolen (V or VEHICLE)

This refers to a vehicle, which has been stolen, or taken from its rightful owner by the commission of a crime, (e.g., a vehicle purchased from a dealer under false pretenses).

Observation (OBSERVEH)

A vehicle under observation is one which is connected with criminal activities and may or may not be related to a specific individual.

There may be instances where a "silent hit" occurs. This means the agency that entered the record will be notified that you inquired on the record but you will receive a "no hit" message. In some instances, the agency may contact you in regard to this inquiry.

In the event a vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety. Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system. The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

Crime (CRIME)

Crime vehicles are those vehicles known to be connected to the commission of a crime, (e.g., hit and run, murder, robbery, etc.). They are entered on the system by an agency wishing to examine the vehicle for possible evidence such as fingerprints, paint samples, blood stains, disguises, empty shells, etc.

Abandoned (ABAN or ABANDONED)

This refers to a vehicle which comes into its possession through abandonment, seizure (including seizure by bailiff), or impounding by other means.

Pointer (PNTRV or POINTERVEH)

This refers to a vehicle record whose function is only to "point" to a prime record in the system. For example, an individual wanted for a specific offense is entered into the system as a wanted person record. He is known to drive a particular car. The vehicle's particulars are entered on the system, as a PNTRV record to point to the prime wanted person record should an inquiry be received concerning the vehicle only.

Inquiry Format (VQ)

The inquiry transaction will have the following format:

All fields are required (with either LIC/or VIN/). For inquiries on license number, a 2-character province code must be used as the destination.

For inquiries on a VIN, the 2-character destination "CN" must be used.

Entry	Length	Explanation
VQ.	3	2-character msg type followed by a period
(sender ORI).	9	Sender ORI followed by a period
(2 character destination code)	2	2-character destination code followed by a period. For VIN inquiries, only "CN" is required. For LIC inquiries, a province/ territory code is required
TXT	3	3-character start of text
LIC/	4	Prefix to identify license number field
License Number	max 10	License Number followed by a period
---OR---		
VIN/	4	Prefix to identify VIN field
Vehicle ID #	max 17	Vehicle ID number followed by a period
---FOLLOWED BY---		
RSN/	4	Prefix to identify reason code field
Reason Code	1	N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery , murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian, followed by a period
PPS/	4	Prefix to identify "in-sight" code
Person/property	1	Must be Y or N

Note: No period after last field

All fields are required (with either LIC/ or VIN/)

For inquiries on a VIN, the 2-character destination “CN” must be used.

EXAMPLE:

VQ.VAO25O3OO.CN.
TXT
VIN/07364G17289.
RSN/T.PPS/Y

Note: Only "CN" address allowed for VIN queries

EXAMPLE:

VQ.VA0250300.BC.
TXT
LIC/TESTER99.RSN/T.PPS/Y

Response (VR)

The inquirer will receive either a HIT or a no record from CPIC Vehicle File as a result of the inquiry. The inquiring agency will contact the entering agency just as they do with NCIC. When sending a YQ to Canada insert “NONE” in the NIC number field i.e., NIC/NONE).

- No Record Response

This occurs when no matching record was found in the Canadian file.

EXAMPLE:

VR. (standard NLETS header)
QUERY VEHICLE REM: 01, VA0250300 *CNTRL FIELD
NOT ON FILE Q V LIC:TESTER99 PROV:ONT.

- Possible Hit

A possible hit has been made on the Canadian Vehicle File. The inquiring agency must confirm the HIT with the entering agency.

EXAMPLE:

VR. (standard NLETS header)

RESPONSE FROM CANADIAN SYSTEM - PERSONS FILE

* * * *

EXPIRY DATE 95-07-01
POB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)
090 KG (200LBS) BROWN HAIR BROWN EYES
MARKS: TATTOO - LEFT ARM "MOTHER"
ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO
CONTROL NUMBER: 1234567890123456
ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES
INTERFACE BETWEEN CANADA AND THE UNITED STATES
DL T1234-50673-90109 POI ONT
CASE ACUPIES-TEST
ENTERED BY INTERPOL NAT.CENT. BUREAU ON10059 ON 90-07-17
CONFIRM ALL HITS WITH ORIGINATING AGENCIES

10JUN92/19:45/00

INTERPOL - OTTAWA, CANADA

There may be some fields that are unfamiliar to the NLETS user. Below is a brief explanation of some of these fields from the example above.

CONFIRM WITH	This is a standard portion of the ORIGINATING AGENCY Canadian record. Remember Canada will be confirming the hits. U.S. users need not do this.
CONTROL NUMBER	This is used to record the police agency's control or warrant number for the subject.
DLT1234-50673-90109	This is the driver’s license number of the subject.
POI ONT	The "POI" stands for "province of issue" and the "ONT" is the province where the license was issued.

Driver License Files (UQ/UR)

General

Requests to Canada for driver license information must include NAM, DOB, SEX, RSN and PPS. The OLN field is optional on inquiries to Alberta, British Columbia, Quebec and Ontario. If the OLN is not included in the inquiries to these provinces, the search of the driver license file will be by name and DOB. If the OLN is included, the search of the driver license file for these four provinces will be by OLN. For all other provinces and territories the OLN, as well as the other five fields are required and the search of the driver license file will be by OLN. This inquiry will also result in a check of the Person file located on the CPIC system. The search of the Person file will be by NAM/DOB.

As a result of a single "UQ" inquiry you will receive both "URs" and "WRs." These are responses from the provinces/ territories (UR) and CPIC Person file (WR).

On all inquiries to Canada, the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Person File Access

The inquiry generated from a "UQ" query to the CPIC Person file will be by NAM/DOB. It will be as though you sent a "WQ" to Canada. See Section 24.4 for important information on Person file responses.

Inquiry Format (UQ)

The inquiry transaction will have the following format:

Entry	Length	Explanation
UQ.	3	2-character msg type followed by a period
(sender ORI).	9	Sender ORI followed by a period
(Province/Territory Code)	2	2-character province/territory code followed by a period (See Section 24.4.1 for list of authorized codes)
TXT	3	3-character start of text
NAM/	4	Prefix to identify name field
NAME	max 30	Full name in format: Last name, first name (space) middle name or initial (e.g. Johnson,Anthony Lionel) followed by a period.
DOB/	4	Prefix to identify date of birth field
Date of Birth	8	Express as CCYYMMDD followed by a period

SEX/	4	Prefix to identify sex field
Sex period	1	Sex: M = Male F = Female followed by a
OLN/	4	Prefix to identify driver license field
Driver License	max 20	Complete Driver License Number followed by a period
RSN/	4	Prefix to identify reason code
Reason Code	1	N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery , murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian, followed by a period
PPS/	4	Prefix to identify "in-sight" field
Person/property	1	Must be Y or N

Note: No period after last field

Note: All fields are required with the exception of OLN when a search on name and DOB is needed from the four provinces listed above.

EXAMPLE:

```
UQ.VAO25O3OO.BC.
TXT
NAM/JOHNSON,ANTHONY.DOB/19450610.SEX/M.
RSN/T.PPS/Y
```

Note: This inquiry will result in two inquiries to Canada; one to the CPIC Person file and one to British Columbia. British Columbia will search their file on the name and DOB since OLN has been left out and provide the driver license status information. Suspended/prohibited driver status for all other provinces/territories will be provided by the CPIC Person file.

EXAMPLE:

```
UQ.VAO25O3OO.NS.*CONTROLFLD.
TXT
NAM/JOHNSON,ANTHONY.DOB/19450610.
SEX/M.OLN/B537462.RSN/T.PPS/N
```

Note: The request is addressed to Nova Scotia, a non-automated province. The message will generate an inquiry to the CPIC Person file and return suspended/ prohibited license information. However, other driver license information is not available via a UQ since Nova Scotia is not automated. Note that the OLN has been included and is a required field for this province. The following message will be returned to the requestor. Note that both the original inquiry as well as the address (ORI) of the non-automated province will be included in the response to assist the user in sending a request for a manual search via an "AM" message.

```
 UR.DCINTERJ1
 15:57 06/10/92 00190
 15:57 06/10/45 04231 VAVSP0000
*CONTROLFLD
 TXT
 CANADIAN PROVINCE "NS" DOES NOT HAVE AUTOMATED DRIVERS LICENSE
 FILES.  YOU WILL BE PROVIDED NOTIFICATION OF THE GENERAL
 STATUS OF THE DRIVERS LICENSE BY CPIC (EX.  NORMAL, INACTIVE,
 UNLICENSED).  ADDITIONAL INFORMATION (HT., WGT., ADDRESS,
 ETC.) MAY BE OBTAINED BY SENDING AN "AM" MESSAGE TO THE
 PROVINCIAL LICENSING AUTHORITY

 "NS1005300"

 YOUR QUERY:

 NAM/JOHNSON,ANTHONY.DOB/061045.SEX/M.OLN/B537462.RSN/T.PPS/N
```

Responses (UR/WR)

There are two types of responses that will result from a "UQ" inquiry; Person file response (WR) and province/territory response (UR).

Person File (WR)

Since a UQ generates an inquiry of the CPIC Person file, the user will be receiving responses from the Person file. The response will include suspended or prohibited driver status information for all province/territories except British Columbia who will provide the information from their own file. All possible responses may be found in Section 24.5.4 of this manual.

For those provinces that provide their own registration information, a message will indicate that the query is being processed.

EXAMPLE:

WR.(standard NLETS header)

** FROM CPIC - PERSONS FILE **

QUERY NOT ON FILE

TESTNAM,TIM PERSON SEX:M DOB:061045 DRY:Y BEST:3,1
>>>QUERY REMARKS:04I,VAVSP0000

RO/DL TRANSACTION BEING PROCESSED

09JUL92/14:42/43

NOTE: The phrase "RO/DL TRANSACTION BEING PROCESSED" will only be received when a "UQ" was sent to one of the four automated provinces: British Columbia, Alberta, Ontario, or Quebec. "UQs" sent to the other provinces or territories will result in the following message and a response from CPIC's wanted person file.

(Standard NLETS header followed by)
CANADIAN PROVINCE "NS" DOES NOT HAVE AUTOMATED DRIVERS LICENSE FILES. YOU WILL BE PROVIDED NOTIFICATION OF THE GENERAL STATUS OF THE DRIVER LICENSE BY CPIC (EX. INACTIVE, UNLICENSED). ADDITIONAL INFORMATION (HT., WGT.,ADDRESS,ETC.) MAY BE OBTAINED BY SENDING AN AM MESSAGE TO THE PROVINCIAL LICENSING AUTHORITY

"NS1005300"

YOUR QUERY:

NAM/TESTNAM,TIM.DOB/061045.SEX/M.OLN/1234567.RSN/T.PPS/N

Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington, D.C., INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry.

In the event a person is reported as being under "observation," take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

Province/Territory (UR)

Only four provinces in Canada have automated driver license files. These four provinces also provide a search of either name and DOB, or OLN depending on whether the inquirer includes the OLN in their inquiry. They are:

- Quebec
- Ontario
- Alberta
- British Columbia

When sending a UQ to an automated province, you will receive:

- a Person file check (includes any notification of driver license prohibition)
- a check of the Province's driver license file

When sending a UQ to a non-automated province or a territory, you will receive:

- a Person file check (includes notification of driver license prohibition)
- a "UR" message indicating that the province is non-automated. If information OTHER THAN STATUS is needed, send an "AM" message directly to the province/territory for a manual check. The message will also contain the address of the province or territory as well as a copy of the inquiry that was sent.

Below is a list of the provinces/territories and ORIs such requests should be forwarded to:

Province/Territory	ORI	Hours of Service
Alberta	AB1010200	8:00 a.m. - 5:00 p.m. (EST) M-F
	AB1012000	After hours/weekends
British Columbia	BC1028700	24 hours a day, 7 days a week
Manitoba	MB1007000	24 hours a day, 7 days a week
New Brunswick	NK1004000	24 hours a day, 7 days a week
Newfoundland	NF1004900	24 hours a day, 7 days a week
Northwest Territory	NT1003500	24 hours a day, 7 days a week
Nova Scotia	NS1005300	24 hours a day, 7 days a week
Ontario	ON4540000	24 hours a day, 7 days a week
Prince Edward Island	PE1000800	24 hours a day, 7 days a week
Quebec	PQ4084700	24 hours a day, 7 days a week
Saskatchewan	SN1011700	24 hours a day, 7 days a week
Yukon Territory	YT100l500	24 hours a day, 7 days a week

Receiving driver license information from Canada and the various provinces and territories is no different than receiving the same type information from states of the United States in that the response formats are not standardized or uniform. Different terminology is used, information is presented in different order, date of birth is recorded differently, and status codes and license types vary among the various provinces and territories. Users may inquire into the Canadian help files in order to gain insight and interpretation for codes, etc., as NLETS users do today for various state information.

Vehicle Registration Files (XQ/XR)

General

This inquiry will result in a check of the province/territory registration file and CPIC's Vehicle file. You may search on either license number or VIN. Note that LIY and LIT are not used for Canadian vehicle registration inquiries. As a result of a single "XQ" inquiry, you will receive both "XRs" and "VRs". These are responses from the province/territory files (XR) and CPIC Vehicle file (VR).

On all inquiries to Canada, the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

Vehicle File Access

An inquiry generated from an "XQ" will interrogate the CPIC vehicle file. It will be as though you sent a "VQ" to Canada.

Inquiry Formats (XQ)

The inquiring transaction will have the following format:

Entry	Length	Explanation
XQ.	3	2 character msg type followed by a period
(sender ORI).	9	Sender ORI followed by a period
(Destination Code	2	2 character province/territory code followed by a period. (See Section 24.4.1 for list of acceptable codes).
TXT	3	3 character start of text
LIC/	4	Prefix to identify license # field
License No.	max 10	License Number followed by a period
	---OR---	
VIN/	4	Prefix to identify VIN field
Vehicle ID #	max 17	Vehicle ID Number followed by a period
	---FOLLOWED BY---	
RSN/	4	Prefix to identify reason code

Reason Code	1	N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery, murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian, followed by a period
PPS/	4	Prefix to identify "in-sight" field
Person/property	1	Must be Y or N

Note: No period after last field

EXAMPLE:

XQ.VA0250300.ON.
TXT
LIC/ABCl23.RSN/T.PPS/Y

Note: This inquiry will result in a response from CPIC's vehicle file and Ontario's vehicle registration file. Ontario is one of four provinces that maintain their own registration files. The others are Quebec, Alberta, and British Columbia.

Responses (XR/VR)

There are two types of responses that will result from a "XQ" inquiry; Vehicle file response (VR) and province/territory response (XR).

Vehicle File (VR)

Since a VQ generates an inquiry of the CPIC Vehicle file, the user will be receiving responses from the Vehicle file.

Once it has been confirmed that the vehicle is the correct vehicle reported to be in question and the status of such vehicle as reported by the CPIC system is current and correct, the vehicle can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency that entered the vehicle into the CPIC system. The locating agency should immediately contact Washington INTERPOL for further instructions regarding the vehicle.

In the event a vehicle is reported as being under observation, absolutely no action should be taken by the inquiring officer. This information is provided solely for officer safety. Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system. The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

Province/Territory (XR)

Only four provinces in Canada have automated vehicle registration files. They are:

- Quebec
- Ontario
- Alberta
- British Columbia

When sending an "XQ" to a province or territory you will receive:

- a vehicle file check on the CPIC vehicle file

- a vehicle registration check, either from CPIC or, for those four provinces named above, directly from their file.

For those provinces that provide their own registration information, a message following a short line of asterisks will indicate that the query is being processed.

EXAMPLE:

VR.(standard NLETS header)

QUERY VEHICLE REM: 12, VA9999999, *XXXXXXXXXX
NOT ON FILE Q V LIC: ABCl23 PROV:ONT

****

RO/DL TRANSACTION BEING PROCESSED

A response would then be coming from British Columbia.

XR. (standard NLETS header)

** FROM CANADA - BRITISH COLUMBIA R. O. SYSTEM **

RE LIC:ABC123
NOT ON FILE

09JUL92/15:46/22

For those provinces that have their registration information on CPIC, the second part of the response will contain the registration information and will be separated from the wanted vehicle information by a short line of asterisks.

EXAMPLE:

VR.(standard NLETS header)

QUERY VEHICLE REM: l5,VA9999999,*XXXXXXXXXX

NOT ON FILE Q V VIN:24B089AY503053

****

LIC: ABCl23 PROV: NS EXPIRY: 1988-04
OWNER: BUTLER ROBERT WIL DOB: 1936-08-24
RR 3 SYDNEY SITE 14 BOX 17
HEATHER TRAILER PARK NS

AUTO PON 1980 VIN:24B089AY503053

NOTE: Although you sent an "XQ," you received only a "VR." This is because CPIC held the file and returned a single response with both the hot file response as well as the registration information.

The Canadian interface system will wait approximately 30 minutes for a response from the external R. O. system. If no response is forthcoming, the system will return a canned message to the querying agency which states:

ABOVE PROVINCIAL RO/DL SYSTEM RESPONSE DELAYED AT THIS TIME, IF NO RESPONSE, PLEASE RETRY IN 30 MINUTES

Receiving vehicle registration information from Canada and the various provinces and territories is no different than receiving the same type information from states of the United States in that the response formats are not standardized or uniform. Different terminology is used, information is presented in different order, and status codes and license type varies among the various provinces and territories. Users may inquire into the Canadian help files in order to gain insight and interpretation for codes, etc., a NLETS users do today for various state information.

Article File (CAQ/CAR)

General

This information is provided by the CPIC file. There may also be occasions when the article record is associated with other records on the CPIC system. These will also be returned as a part of the initial response.

Once you have confirmed that the article is the correct article reported to be in question and the status of such articles, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the article into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the article.

States must not programmatically generate inquiries to the Canadian Article File based on routine inquiries to their state stolen article file or NCIC's stolen article file.

On all inquiries to Canada, the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is insight of the officer actually making or requesting the information.

Types of Article Information Available

Following are the different types of information that are available to United States users from the CPIC file. They are:

- Stolen
- Lost or Missing
- Recovered, Found, or Seized
- Pawned or Loaned
  Pawned or Loaned status is defined as follows: "items of property which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC Property File, articles obtained by direct purchases where there is reason to believe they may have been stolen."

Inquiry Format (CAQ)

The inquiry transaction will have the following format:

Entry	Length	Explanation
CAQ.	4	3-character msg type followed by a period
(sender ORI).	9	Sender ORI followed by a period
(2-character destination)	2	2-character destination code followed by a period, will always be CN
TXT	3	3-character start of text

SER/	4	Prefix to identify serial number field
Serial Number	max 23	Serial Number followed by a period
TYP/	4	Prefix to identify TYP field
Type	2	Type field one (1) of the codes below followed by a period AA - domestic appliances, e.g. stoves, washers BI - non-motorized bicycles, e.g., mountain bikes, tandems, 10-speeds NOTE: Motorized bikes are in the Vehicle File. HH - Household property, e.g., rugs, furniture. JE - jewelry, e.g., watches, rings. MI - musical instruments, e.g., violins, guitars MT - machinery and tools, e.g., electrical motors, lawn mowers NOTE: Lawn mowers capable of carrying an operator are in the Vehicle File OM - office machines and equipment, e.g., computers PA - personal accessories, e.g. hearing aids, luggage PE - photographic equipment, e.g. camera, enlargers RA - radio, TV, sound-reproducing equipment, e.g., VCR's. SC - scientific, optical and measuring devices, e.g., binoculars. SP - sporting goods, hobby equipment, e.g., skis, model aircraft, scuba equipment OT - all other articles, e.g., animals, vending machines, precious metals such as gold bars, uniquely identifiable gun barrels
RSN/	4	Prefix to identify reason code field
Reason Code	1	N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery, murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian, followed by a period
PPS/	4	Prefix to identify "in-sight" code
Person/property in sight	1	Must be Y or N

NOTE: No period after last field

EXAMPLE:

CAQ.GA0250300.CN.
TXT
SER/890.TYP/RA.
RSN/N.PPS/Y

NOTE: Only "CN" allowed as an address for "CAQ." Also not that the serial number field size, 23 characters, is available for input; however, only 16 alpha/numeric characters will be stored and searched. The serial number must be a unique number and not simply a model, stock, style, or part number. Do not enter "UNKNOWN" in this field. No imbedded spaces or blanks are allowed.

IMPORTANT: If you type in more than 16 characters, the system only searches on the last 16 characters, not the first 16. Therefore if an article has more than 16 characters, the last 16 characters must be used for inquiring to the CPIC system in order to receive a valid search.

Response (CAR)

The user is responsible for confirming the article hit with the entering Canadian agency. The “YQ” message and format is to be used for confirming all hits on the article file. The destination address of the agency that entered the record may be found in the record itself, but it is incomplete. It will state “Entered by” followed by the name and24 character address of the entering agency. You must add two zeroes to the end of the Canadian address to create the correct destination address. You will then proceed through the hit confirmation process as you would with any other stolen /wanted record.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

- No Record Response

This occurs when no matching record was found in the Canadian file.

EXAMPLE:

CAR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **

QUERY NOT ON FILE

ARTICLE
TYPE: RA SER:890
REM: 20H,VAVSP0000,*CNTRLFIELD

10JUN98/10:43/18

- Possible Hit

A possible hit has been made on the Canadian Article File. If the user determines that the article matches the article described in the record he must confirm that the record is still valid with the entering agency prior to taking any action.

EXAMPLE:

CAR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* POSSIBLE CPIC "ARTICLE" HIT.                                          *
*                                                                       *
* OUR INQUIRY MAY HAVE RESULTED IN                                      *
* MULTIPLE RECORDS BEING RETURNED.                                      *
* CONFIRMATION ON THE SELECTED ARTICLE                                  *
* MUST BE ACCOMPLISHED USING AN "YQ"                                    *
* MESSAGE ADDRESSED TO THE CANADIAN LAW                                 *
* ENFORCEMENT AGENCY INDENTIFIED AS THE                                 *
* ORIGINATOR OF THE RECORD.                                             *
* ADD 2 ZEROS TO THE END OF THE 24 DIGIT                                *
* CANADIAN AGENCY IDENTIFIER IN THE RECORD.                             *
* (EXAMPLE: "ENTERED BY: TORONTO PF                                     *
* ON30570 ON 1991-01-01"                                                *
* THE DESTINATION ORI FOR CONFIRMATION                                  *
* WOULD BE ON3057000)                                                   *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

QUERY POSSIBLE HITS FOR
ARTICLE
TYPE: RA SER: TEST12345
REM: 20I,VAVSP0000

***NO: 1

SER:TEST12345
TYPE: RA STATUS: STOLEN EXP: 1995-04-01
ITEM: TELEVISION MAKE: PANASONIC MODEL: PA5500
REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE
CASE: ACUPIES-TEST-ART
ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059
ON 1992-02-01
CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1
25JUL98/12:17/11
INTERPOL - OTTAWA, CANADA.

Gun File (CGQ/CGR)

General

This information is provided by the CPIC file. There may also be occasions when the gun record is associated with other records on the CPIC system. These will also be returned as a part of the initial response. Each inquiry will interrogate both the stolen gun file as well as the Canadian gun registration file. The term "gun" means any barreled weapon which can discharge a bullet or other missile, or any imitation of such a weapon. The types of weapons include:

- revolver or pistol
- rifle
- shotgun
- flint/cap/matchlock muzzle loader
- automatic weapons, e.g. machine guns/pistols
- signal flare, rocket or gas guns
- air guns (rifle or pistol).

Once you have confirmed that the gun is the correct gun reported to be in question and the status of such gun, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the gun into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the gun.

States must not programmatically generate inquiries to the Canadian Gun File based on routine inquiries to their state stolen gun file or NCIC's stolen gun file.

On all inquiries to Canada, the user must include the serial number (SER), type (TYP), reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is insight of the officer actually making or requesting the information.

Types of Gun Information Available

Following are the different types of information that are available to United States users from the CPIC file. They are:

- Stolen
- Lost or Missing
- Recovered
- Pawned or Loaned
  Pawned or Loaned status is defined as follows: "guns which have been accepted from individuals as collateral for loans, and for the purposes of the CPIC Gun File, guns obtained by direct purchases where there is reason to believe they may have been stolen."

Inquiry Format

The inquiry transaction will have the following format:

Entry	Length	Explanation
CGQ.	4	3-character msg type followed by a period
(sender ORI).	9	Sender ORI followed by a period
(2 character destination code)	2	2-character destination code; must be CN followed by a period.
TXT	3	3-character start of text
SER/	4	Prefix to identify serial number field
Serial Number	max 23	Serial Number followed by a period
TYP/	4	Prefix to identify TYP field
Type	2	Type field, use 1 of the codes below followed by a period SG - shotgun RI - rifle RW - restricted weapon OT - other
RSN/	4	Prefix to identify reason code field
Reason Code	1	N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery, murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian, followed by a period
PPS/	4	Prefix to identify "in-sight" code
Person/property in sight	1	Must be Y or N

Note: No period after last field

EXAMPLE:

CGQ.VA0250300.CN.
TXT
SER/ABCDEFGHI123456789.TYP/SG.
RSN/N.PPS/Y

Note: Only "CN" allowed as an address for "CGQ."

IMPORTANT: The serial number field will accept 23 characters but only 11 characters are stored on the CPIC file. When inquiring with more than 11 characters, the CPIC system will search on only the last 11 characters submitted, not the first 11.

Response (CGR)

The user is responsible for confirming the gun hit with the entering Canadian agency. The “YQ” message and format is to be used for confirming all hits on the article file. The destination address of the agency that entered the record may be found in the record itself, but it is incomplete. It will state “Entered by” followed by the name and 24 character address of the entering agency. You must add two zeroes to the end of the Canadian address to create the correct destination address. You will then proceed through the hit confirmation process as you would with any other stolen /wanted record.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

- No Record Response

This occurs when no matching record was found in the Canadian file.

EXAMPLE:

CGR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM- GUN FILE **

QUERY NOT ON FILE

GUN TYPE: SG SER:TESTGUN123
REM: 21H,VAVSP0000,*CNTRLFIELD
10JUN98/10:43/18

- Possible Hit

A possible hit has been made on the Canadian Gun File. If the user determines that the gun matches the article described in the record he/she must confirm that the record is still valid with the entering agency prior to taking any action.

EXAMPLE:

CGR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* POSSIBLE CPIC "GUN" HIT.                                                   *
*                                                                            *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE                                 *
* RECORDS BEING RETURNED.  CONFIRMATION ON THE                               *
* SELECTED "GUN" MUST BE ACCOMPLISHED USING AN                               *
* "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW                                 *
* ENFORCEMENT AGENCY IDENTIFIED AS THE ORIGINATOR                            *
* OF THE RECORD.  YOU MUST INSERT TWO NUMERICAL 0'S                          *
* AT THE END OF THE 24 DIGIT CANADIAN AGENCY                                 *
* IDENTIFIER IN THE RECORD.                                                  *
* (EXAMPLE: "ENTERED BY: TORONTO PF                                          *
* ON30570 ON 1991-01-01"                                                     *
* DESTINATION ORI FOR CONFIRMATION                                           *
* WOULD BE ON305700)                                                         *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

QUERY POSSIBLE HITS FOR
GUN TYPE: RI SER: TESTGUN123
REM: 21I,VAVSP0000

***NO: 1

SER:TESTGUN123 TYPE: RI STATUS: STOLEN MAKE:REM
MODEL: RG10S EXP: 1997-02-10
ITEM: SA CAL: 3030 BBL: 406 MM (16 INS) SHOTS: 10
REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE
CASE: ACURES - TEST-GUN
ENTERED BY: INTERPOL NAT. CENT. BUREAU ON10059
ON 1992-02-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

RWRO QUERY NOT ON FILE
SERIAL: TESTGUN123 TYPE: RI
REM: 211,VAVSP0000
25OCT91/12:18/22

INTERPOL - OTTAWA, CANADA.

NOTE: This inquiry automatically checked the Canadian Firearms Registration File but found no information. Below is an example of a response from the registration file. Note that there were no records on the stolen gun file for this serial number.

CGR. (standard NLETS' message header)

** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **

QUERY NOT ON FILE

GUN TYPE: RI SER:56
REM: 21H,VAVSP0000,*CNTRLFIELD
QUERY POSSIBLE HITS

RWRO SER:55 TYPE:RI

*** NO: 1

SNME: PATRICK MATTHEWS & CO
ADDR: WHITE FAWN, ALTA

SER: 56
MAKE: UNKNOWN
TYPE: RW
ACTION: REVOLVER
CAL: .38 SHOTS: 5 BBL: 95MM

CERT: DL326789 DATE ISSUED 1991-07-29
PREVIOUS CERTIFICATION NUMBER: D-407052
OBTAINED FROM: PAUL LINNE

TOTAL HITS ON FILE: 98
10JUN92/14:21/39

Should you have any questions on information received from the registration file you may contact:

RCMP's Firearms Registration and Administration Section,
P. O. Box 8885, Ottawa, Ontario K1G3M8.
ORI = ON1008100
PHONE = (613) 998-6365
FAX = (613) 993-0218

Securities File (CSQ/CSR)

General

This information is provided by the CPIC file. There may also be occasions when the securities record is associated with other records on the CPIC system. These will also be returned as a part of the initial response.

Once you have confirmed that the security is the correct security reported to be in question and the status of such security, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the security into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the security.

States must not programmatically generate inquiries to the Canadian Securities file based on routine inquiries to their state stolen securities file or NCIC's stolen securities file.

On all inquiries to Canada, the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is insight of the officer actually making or requesting the information.

Types of Securities Information Available

Following are the different types of securities information that are available to United States users from the
CPIC file. They are:

- Stolen
- Lost or Missing
- Pawned or Loaned
- Counterfeit
- Fraudulent and recovered securities such as bonds, currency, credit cards, ID's traveler’s checks and passports.

There are ten different types of securities; each assigned a two-character type code. They are:

BD	- corporate bonds and debentures issued by corporations, including banks, trust companies, charitable/religious groups, credit unions and cooperatives.
CC	- Canadian-issued currency.
CU	- foreign-issued currency.
ID	- stolen, lost, or fraudulent identification documents.
MO	- money orders and traveler's checks.
PP	- Canadian and foreign passports.
SB	- federal, provincial and municipal bonds and debentures.
ST	- stocks.
VD	- vehicle documents.
OT	- all other security documents.

Inquiry Format

Inquiries may be made on four different combinations. The type field must be included on all inquiries; however, only certain types are allowed depending on the focus of the inquiry. For example, if you inquire on "issuer" only, a type "s" (TYP/S) is permissible. Below is a list of various data elements you may inquire upon along with the allowable types in parenthesis.

* serial # and type (all codes listed above)
* corporation name and type (SB, BD, MO, OT)
* issuer and type (ST)
* owner name and type (BD, ID, MO, PP, SB, VD, OT)

The inquiry transaction will have the following format:

Entry	Length	Explanation
CSQ.	4	3-character msg type followed by a period
(sender ORI).	9	Sender ORI followed by a period
(2 character destination)	2	2-character destination code; must be CN followed by a period
TXT	3	3 character start of text
SER/	4	Prefix to identify serial number field
Serial Number	max 23	Serial Number followed by a period
---OR---		
ISS/	4	Prefix to identify issuer name or code
Issuer	30	Name of Issuer of the security followed by a period
---OR---		
COR/	4	Prefix to identify name of corporation
Corporation	30	Name of corporation registered as owner of the security followed by a period
---OR---		
NAM/	4	Prefix to identify owner
Owner's Name	14	Surname of owner of security followed by a period

----FOLLOWED BY----

TYP/	4	Prefix to identify TYP field
Type	2	Type code followed by a period BD - corporate bonds and debentures issued by corporations, including banks, trust companies, charitable/religious groups, credit unions and cooperatives CC - Canadian-issued currency CU - foreign-issued currency ID - stolen, lost, or fraudulent identification documents MO - money orders and traveler's checks. PP - Canadian and foreign passports SB - federal, provincial and municipal bonds and debentures ST - stocks VD - vehicle documents OT - all other security documents
RSN/	4	Prefix to identify reason code field
Reason Code	1	Reason code followed by a period N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery , murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian
PPS/	4	Prefix to identify "in-sight" code
Person/property in sight	1	Must be Y or N

NOTE: No period after last field

EXAMPLE:

CSQ.GA0250300.CN.
TXT
COR/F W WOOLWORTH.TYP/SB.
RSN/N.PPS/Y

NOTE: Only "CN" allowed as an address for "CSQ."

IMPORTANT: The serial number field will accept 23 characters but only 16 characters are stored on the CPIC file. When inquiring with more than 16 characters, the CPIC system will search on only the last 16 characters submitted, not the first 16.

Response (CSR)

The user is responsible for confirming the security hit with the entering Canadian agency. The "YQ" message and format is to be used for confirming all hits on the article file. The destination address of the agency that entered the record may be found in the record itself, but it is incomplete. It will state "Entered by" followed by the name and 24 character address of the entering agency. You must add two zeroes to the end of the Canadian address to create the correct destination address. You will then proceed through the hit confirmation process as you would with any other stolen /wanted record.

The following messages deal primarily with the different conditions that may occur during the process and the response that will result.

-No Record Response

This occurs when no matching record was found in the Canadian file.

EXAMPLE:

CSR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **

QUERY NOT ON FILE

SECURITY
TYPE: CC SER:1234567890
REM: 32H,VA0250300,*CNTRLFIELD

- Possible Hit

A possible hit has been made on the Canadian Securities File. If the user determines that the gun matches the gun described in the record he/she must confirm that the record is still valid with the entering agency prior to taking any action.

EXAMPLE:

CSR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* POSSIBLE CPIC "SECURITY" HIT.                                                 *
*                                                                              *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE                                   *
* RECORDS BEING RETURNED.  CONFIRMATION ON THE                                 *
* SELECTED SECURITY MUST BE ACCOMPLISHED USING A                               *
* "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW                                   *
* ENFORCEMENT AGENCY IDENTIFIED AS THE ORIGINATOR                              *
* OF THE RECORD.  YOU MUST INSERT TWO NUMERICAL 0's                            *
* AFTER THE 7 DIGIT CANADIAN AGENCY IDENTIFIER IN THE                          *
* RECORD.  (EXAMPLE: "ENTERED BY: TORONTO PF                                   *
* ON30570 ON 1992-01-01"                                                       *
* DESTINATION ORI FOR CONFIRMATION WOULD BE                                    *
* ON3057000)                                                                   *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

QUERY POSSIBLE HITS FOR
SECURITY
TYPE: ST SER:1234567890
REM: 22I,VAVSPOOOO

***NO: 1

SER:1234567890
TYPE: BD STATUS: STOLEN
ISSUER: GOVERNMENT OF CANADA DEN: 500 EXP: 1991-10-31
CORP: BANK OF CANADA
REM: CANADA SAVINGS BOND STOLEN 90-06-10
CASE: TEST-RECORD
ENTERED BY: CPIC SERVICES IC90002 ON 1990-06-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

INTERPOL-OTTAWA,CANADA

Boat File (CBO/CBR)

General

This information is provided by the CPIC stolen boat file. If you need registration information send an administrative request to CPIC (ORI = ON1000000) to effect a manual search. A boat is defined as a water craft, which may be a small open vessel, a large vessel, or ship, propelled by oars, sails or engine(s).

Users may also query the Boat File for information on stolen motors. The inquiry is made by serial number with an optional type code.

Once you have confirmed that the boat is the correct boat reported to be in question and the status of such boat, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the boat into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the boat.

On all inquiries to Canada, the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is insight of the officer actually making or requesting the information.

Types of Boat Information Available

Following are the different types of information that are available to United States users from the CPIC file. They are:

- Stolen
- Abandoned
- Missing

Inquiry Format (CBQ)

The inquiry transaction will have the following format:

Entry	Length	Explanation
CBQ.	3	2-character msg type followed by a period.
(sender ORI).	9	Sender ORI followed by a period
(2 character)	2	2-character destination code (CN) followed by a period. For VIN inquiries only “CN” is allowed. For LIC inquiries, a province or territory code must be used.
TXT	3	3-character start of text
LIC/	4	Prefix to identify license number field
License Number	max 10	License Number followed by a period

------OR------		
BHN/	4	Prefix to identify hull ID number, CPIC will use HIN for this field in their response.
Hull ID #	max 12	Hull ID number followed by a period
------OR------		
REG/	4	Prefix to identify registration number
Registration #	7	Registration number of large vessels that do not have to be licensed but must be registered. Followed by a period
------OR------		
NAM/	4	Prefix to identify boat name field.
Boat Name	13	Name of boat on hull or stern followed by a period
------OR------		
SER/	4	Prefix to identify boat motor #
Motor serial #	18	Boat motor serial # followed by a period
.	1	Period terminates field
TYP/	4	Prefix to identify ser # field
Motor type	5	Optional type code: may be INB, OUTB, INOUT, OT
-----FOLLOWED BY-----		
RSN/	4	Prefix to identify reason code field
Reason Code	1	Reason code followed by a period
Reason Code	1	N - Narcotics F - Fraud (includes counterfeit documents) V - Violent crimes (incl. robbery, murder, rape, bombing, etc.) T - Traffic violations S - Theft H - Humanitarian
PPS/	4	Prefix to identify "in-sight" code
Person/property in sight NOTE: No period after last field	1	Must be Y or N

At least one of the four key fields must be included in the inquiry (i.e., LIC, BHN, REG, NAM). When an inquiry is made on any of the four items, the computer will search all four indices. For example, if you inquire on LIC/1234 and there is a boat with a hull number of "1234," it will be returned. The Canadian system does this to compensate for human error in recognizing which field is which.

EXAMPLE:

CBQ.VA0250300.CN.
TXT
BHN/07364G17289.
RSN/T.PPS/Y

NOTE: Only "CN" address allowed for VIN queries

EXAMPLE:

CBQ.VA0250300.BC.*CONTROLFLD.
TXT
NAM/SERENITY.RSN/T.PPS/Y

NOTE: Control field is used. This is permissible for all messages to Canada.

Response (CBR)

The user is responsible for confirming the boat hit with the entering Canadian agency. The “YQ” message and format is to be used for confirming all hits on the article file. The destination address of the agency that entered the record may be found in the record itself, but it is incomplete. It will state “Entered by” followed by the name and 7-character address of the entering agency. You must add two zeroes to the end of the Canadian address to create the correct destination address. You will then proceed through the hit confirmation process as you would with any other stolen /wanted record.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

- No Record Response

This occurs when no matching record was found in the Canadian file.

EXAMPLE:

CBR.(standard NLETS header)

RESPONSE FROM CANADIAN SYSTEM - BOAT FILE

NOT ON FILE BOAT NAME: SERENITY
REM: 41H,VA0250300

- Possible Hit

A possible hit has been made on the Canadian Boat File. If the user determines that the boat matches the boat described in the record, he/she must confirm that the record is still valid with the entering agency prior to taking any action.

EXAMPLE:

CBR.(standard NLETS header)

```
**RESPONSE FROM CANADIAN SYSTEM - BOAT FILE**
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 * POSSIBLE CPIC "BOAT" HIT.                                                  *
 *                                                                           *
 * YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE                                *
 * RECORDS BEING RETURNED.  CONFIRMATION ON THE                              *
 * SELECTED BOAT MUST BE ACCOMPLISHED USING A                                *
 * "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW                                *
 * ENFORCEMENT AGENCY IDENTIFIED AS THE ORIGINATOR                           *
 * OF THE RECORD.  YOU MUST INSERT TWO NUMERICAL 0's                         *
 * AT THE END OF THE 7-DIGIT CANADIAN AGENCY                                 *
 * INDENTIFIER IN THE RECORD.  (EXAMPLE: "ENTERED                            *
 * BY: TORONTO PF ON30570 ON 1991-01-01"                                     *
 * THE DESTINATION ORI FOR CONFIRMATION WOULD BE                             *
 * ON3057000)                                                                *
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

QUERY BOAT LIC: 53JNTEST
 REM:26I,VAVSP0000

 INTERPOL NAT.CENT.  BUREAU ON10059 ON 1992-02-10 14:51
 BOAT PLEASU POWERBOAT WHITE BLUE 6 M ( 20 FT) FIBER
 1990 STARCRAF SHARK INBOARD EXP: 1995-04-01
 STATUS: STOLEN
 LIC: 53JNTEST HIN: JRNTEST NAME: NANSPLEASURE
 REG: 53NTEST
 REM: TEST RECORD FOR ACUPIES INTERFACE
 CASE: ACUPIES-TEST-BOAT

 CONFIRM WITH ORIGINATING AGENCY

 25OCT91/12:24/31
 INTERPOL - OTTAWA, CANADA
```

NOTE: Canada uses the prefix "HIN" for hull number. In the United States "BHN" is used. They are synonymous.

24.13 Criminal History File (IQ/IR--FQ/FR--AQ/AR)

General

The process for accessing Canadian criminal history records from the RCMP is the same as accessing criminal records in the United States, IQ/FQ/AQ. There are a few differences in the formats however. First, their unique number assigned to an individual based on fingerprints is the "FPS" number. The second difference is that they have an optional field to access additional records when multiple hits on name inquiries are received. Third, the destination is always "CN." (See section 24.13.2 for further details.) Only agencies that are allowed access to the Triple I file are allowed access to the Canadian criminal history file.

The Identification Data Bank at the Canadian Police Information Centre (CPIC) contains two categories of criminal record data which may be queried by U. S. agencies.

a. Criminal name index containing an index of names and identity information on one or more individuals.

b. Full criminal record, containing conviction history, a summary of police-related information and a list of police agencies who have contributed information to the subject's criminal record.

If you have questions about the accuracy or timeliness of the information in a criminal record file, contact the RCMP Records Compilation Section at ORI = ON1007100.

Criminal Name Index Query (IQ)

The "IQ" is utilized when the agency does not have the FPS Canadian identification number. (The FPS number is Canada's version of the FBI number; a unique number assigned to each criminal record and backed up by fingerprints.) Response to this type of inquiry will provide personal identification information of one or multiple individuals. Normally, CPIC will return the three records that achieved the highest score. The user will have the option of retrieving additional records using the "RAR" optional field on a subsequent request. The user may request that more than three records be returned on the initial inquiry by including the "RAR" field in the initial inquiry with the number of records (up to 10) he/she wishes to see. Once the identification record(s) has been returned, it is at the option of the inquirer to select the individual he/she is interested in and submit an "FQ" in order to retrieve the full criminal record. This works very much like NCIC's QH/QR or NLETS interstate IQ/FQ procedures.

The inquiry transaction will have the following format:

Entry	Length	Explanation
IQ.	3	2-character message type followed by a period
(Sender ORI).	9	sender ORI followed by a period
CN.	2	2-character destination code followed by a period; must always be "CN."
TXT	3	3-character start of text identifier
PUR/	4	Prefix to identify purpose code
Purpose code	1	Purpose code (must be C, D, E, F, J, or S) followed by a period
ATN/	4	Prefix to identify attention field
Attention	max 30	Attention field (indicates requestor of record) followed by a period
NAM/	4	Prefix to identify name field
Name	max 30	Full name in format: Last name, first name (space) middle name or initial (e.g. Johnson,Anthony L) followed by a period
DOB/	4	Prefix to identify date of birth field
Date of Birth	6	Express as CCYYMMDD followed by a period
Sex/	4	Prefix to identify sex field
Sex	1	Sex: M = Male F = Female followed by a period
RAR/ (optional field)	4	Prefix to identify field to request additional records
Request Additional Records	13	Request additional records using data from the last record received, or request additional records in the original inquiry in the following format: XX,YYYYYYY,ZZ Where XX = # of additional records (up to 25); only field required on initial inquiry YYYYYYY = FPS # of last record received ZZ = score of last record received

Note: No period after last field

EXAMPLE:

IQ.VA0250300.CN.*CNTRLFIELD.
TXT
PUR/C.ATN/SGT MATTHEW MICHAELS.
NAM/TESTRECORD,JOHN.DOB/19400229.SEX/M

Will check CPIC criminal history index and return candidates. Note that this initial request will return the three records that achieve the highest score. If the response indicates that there are additional identity records on file, the requestor may retrieve these by using the "RAR" field in a subsequent inquiry.

EXAMPLE:

IQ.VA0250300.CN.*CNTRLFIELD.
TXT
PUR/C.ATN/SGT MATTHEW MICHAELS.
NAM/TESTRECORD,JOHN.DOB/19400229.SEX/M.
RAR/5,123456B,32

This query would return the next 5 records on file that matched the data elements.

Note: If the inquirer wanted to retrieve more than 3 records on the initial inquiry he/she could include the “RAR” field in the inquiry with only a number indicating the number of records to be retrieved.

EXAMPLE:

IQ.VA0250300.CN.*CNTRLFIELD.
TXT
PUR/C.ATN/SGT MATTHEW MICHAELS.
NAM/TESTRECORD,JOHN.DOB/19400229.SEX/M.
RAR/07

This request would return the first 7 records that matched the input data.

Criminal Name Index Response (IR)

When the inquirer queries the CPIC criminal history file by name he/she will receive identity information only. There is no manual intervention on this response from CPIC. Examples of a criminal history name index response may be found below.

- No record

This occurs when no match is found on the name.

EXAMPLE:

(standard NLETS header with message type IR)

** RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE **

ATN/SGT MATTHEW MICHAELS

RESPONDENTS ZERO: TEST RECORD

- Positive Response based on Name Query (IQ)

This response is based on an inquiry by name and DOB. It provides identity information on the subject and an FPS number. If the user wishes to access the full criminal record he/she must submit the FPS number using the "FQ" message format. If there are more than 3 identification records that match your name inquiry, only the three highest scoring records will be returned. In order to retrieve additional records, up to 10, you must send the standard "IQ" message with the optional "RAR" field as the last data field. It must be in the following format;

RAR:XX,YYYYYYY,ZZ

Where: xx = number of additional records required (up to 10)
YYYYYYY = the FPS number of the last record received
ZZ = the score value of the last record received.

NOTE: COMMAS MUST SEPARATE THE ABOVE VALUES

EXAMPLE:

IQ,VAVSP0000.CN.*CONTROLFLD.
TXT
PUR/C.ATN/SGT MATTHEW MICHAELS.
NAM/TESTRECORD,JOHN DAVID.DOB/19390109.SEX/M

IR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE **

ATN/SGT MATTHEW MICHAELS

```
* * * *
```

There are some fields that may be unfamiliar to the recipient of Canadian identity records. Below is a brief explanation of some of these fields.

QUERY VALUE	This is the maximum score that you could receive based on the information in your inquiry.
RESPONDENTS SCORE	This is the score that the computer calculated when it compared your input information to the record that was returned.
FPC	The codes that Canada employs are the Orion Auto-Class guidelines as published by Printrak, International.
FPS	This is the unique number assigned to an individual based on fingerprints (similar to the FBI number in the United States.)
*** CAUTION ***	This is a cautionary warning and will be followed by one of the four codes below. It will appear when the record subject is considered dangerous to himself/herself or to other persons. Unlike the person's record, this code will not be expanded. V - Violence, an automatic caution for charges involving violence, robbery, or offensive weapons. If "V" code is shown (for violent) the response will also include the line **CR QUERY RECOMMENDED**. This is an indication to the user to do a "FQ" query on the above subject to obtain his/her full criminal record. E - Escape Custody, when any attempted or actual escape, regardless of whether a charge is laid, is reported. M - Mental Instability, a caution generated when there is a notation on the FPS file indicating mental instability. S - Attempted Suicide, indicating that the subject has suicidal tendencies.
FILE OPEN	A criminal record is called a "file." Users should only receive files that have this notation. The following qualifying statements may appear after the status description of "FILE OPEN."

TRANSFERRED FROM FPS XXXXX - This indicates that more than one record existed for the same person and these have been brought together under the one FPS number.

HISTORY UNDER REVIEW - This indicates that an attempt by Ident. Services operator to enter data into the subject history area was rejected by the system and has not been corrected.

SUBJECT REPORTED DEAD - This indicates that a notification was received that the subject has died but the notification was not accompanied by the required set of confirming fingerprints identifiable to the record subject.

PARDON APPLICANT - This indicates that the subject of the record has applied for a judicial pardon. Such a record must not be used for any purpose without the prior authority of the RCMP Identification Services, Pardons and Human Rights Section (ORI = ON1015400).

Full Criminal Record Inquiry (FQ)

This type of inquiry is used to obtain a full criminal record when the FPS is known.

Entry	Length	Explanation
FQ.	3	2-character message type followed by a period
(Sender ORI).	9	sender ORI followed by a period
CN.	2	2-character destination code followed by a period; must always be "CN."
TXT	3	3-character start of text identifier
PUR/	4	Prefix to identify purpose code
Purpose Code	1	Purpose Code (must be C, D, E, J, or S) followed by a period
ATN/	4	Prefix to identify attention field
Attention	max 30	Attention field followed by a period
FPS/	4	Prefix to identify FPS field
FPS #	max 24	FPS identification number, based on fingerprints and assigned by the RCMP; users may use “SID” if it is more convenient; NLETS and Canada will accept either one

Note: No period after last field

EXAMPLE:

```
FQ.VA0250300.CN.*CNTRLFIELD.
TXT
PUR/C.ATN/SGT PAUL LYNN.
FPS/123456A
```

Will check CPIC criminal history file and return all criminal information that matches the FPS number

Full Criminal Record Response (FR)

This record may be returned when the user submits an FPS number. All criminal record information in the CPIC file will be returned (with the exception of that information not authorized to be sent internationally). Because RCMP Identification Services must review all records prior to sending them internationally, users may receive an interim message notifying them that they have realized a hit and it is being verified by the RCMP Identification Services Directorate. An example of both a hit and the interim message may be found below. Lengthy criminal record responses returned from Canada may be returned in multiple blocks due to network restrictions. The first response and all subsequent responses will indicate "Part 1 of 2, Part 2 of 2, etc," within the body of the message.

EXAMPLE:

FQ.VAVSP00OO.CN.
TXT
PUR/C.ATN/SGT MATTHEW MICHAELS
FPS/749048A

(NOTE: FPS number was obtained from IR response)

- Intermim Message:

FR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE **

ATN/SGT MATTHEW MICHAELS
YOUR INQUIRY ON THE CPIC CRIMINAL HISTORY FILE HAS RESULTED IN A POSITIVE RESPONSE.
THE RECORD IS BEING VERIFIED BY RCMP IDENTIFICATION SERVICES DIRECTORATE.
THE CRIMINAL RECORD WILL BE RELEASED TO YOU AS SOON AS POSSIBLE.

RCMP IDENTIFICATION SERVICES
OTTAWA - CANADA
10JUN92/13:42/11

- Criminal Record:

FR.(standard NLETS header)

** RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE **

ATN/SGT MATTHEW MICHEALS

```
* * * *
```

*END OF CONVICTIONS AND CHARGES
*SUMMARY OF POLICE INFORMATION - NOT INTENDED FOR SENTENCING
*PURPOSES

POSS OF PROPERTY OBTAINED
BY CRIME - WITHDRAWN
(TORONTO PF 1234-88)

*END OF POLICE INFORMATION
10JUN92/08:59/52

You will note that the criminal record is laid out in three columns. The first has the date in yyyy-mm-dd format and the place of the incident. The second column has the charges while the third has the disposition.

There are some fields or abbreviations that may be unfamiliar to the NLETS users. Below is an explanation of some of the more commonly used terms. Should you have difficulty deciphering any of the information, you may contact Records Compilation Section at ORI = ON1007100

Q CR LANG:E	The "Q CR" are control information unique to Canada. The "LANG:E" indicates that the requested language of the record is English.
LVL:2	This indicates the amount of information provided by CPIC and is used by their system.
REM:	This is a remarks field used by the Canadian system to exchange information. It will contain a control number, the ORI of the US agency, the NLETS control field, and the attention (ATN) field.
CC	An abbreviation for "criminal code." It will generally be after several numbers in the second column of the record.
TORONTO PF (1234-88)	In the second column, the agency along with the case number is provided if available.

Non-Retrievable Criminal History Record

The RCMP has some unique dissemination requirements for records transmitted internationally. Therefore it is possible to retrieve a valid identity record, request the full record using the FPS number and receive a message that states that the record matching the FPS number submitted contains only information that cannot be disseminated outside of Canada.

Supplemental Criminal History Inquiry and Response (AQ/AR)

The AQ format is not accepted by Canada.. All information is provided on the initial FQ query.

Administrative Messages

General

NLETS users may direct administrative messages to any agency on the CPIC network. Administrative messages must include:

- Reason for the request
- Name of the requester

General Administrative Messages

These messages will generally be for investigative reasons of a broad nature, to request driver license information from non-automated provinces or to send broadcast messages of international interest. These messages will be reviewed by the U.S. National Central Bureau of INTERPOL (Washington, D.C. INTERPOL). Each message must contain the reason for the request and the requestor's name. If an address is unknown, ORION may be used to obtain the Canadian address code.

To broadcast an "AM" message, it must be addressed to "CN" for a country-wide broadcast. Only narrative messages dealing with urgent operational police matters will be considered for nationwide broadcast in Canada. Canada has NO facility for broadcasting messages to individual provinces; therefore, "AM" messages to 2-character province, or territories should not be sent. These will be reviewed by INTERPOL in the U.S. prior to forwarding to Canada.

Access Non-Automated Driver License Information

Driver license information may be accessed by name, date of birth, and sex from the 6 provinces and 2 territories that do not provide automated responses by name and DOB. This non-automated information must be requested using an "AM" message.

ORION

All codes are 9 characters with the first 2 characters representing the province or territory and the last two characters zero. Note that although NCIC has assigned ORIS to Canadian agencies, these are not always used by Canada for this interface. These codes are listed in Canada's ORI file called SAFEFILE. It is accessed using the NLETS TQ message (Users Guide Section 6.5). At present, you cannot access Canadian ORIS by location. Inquiries can be done by ORI only. Use the two-character code "CN" as the destination address for the TQ.

HELP Files

There have been several HELP files assigned to Canada to assist the users in accessing this interface. The user should recognize that the RCMP supports many of the files that are accessible through the interface thus there will only be a single HELP file for these. There will however be a HELP file for each province and territory for driver license and vehicle registration information.

Each province/territory in Canada has the following HELP files:

XXLICHELP	= one for each province/territory
XXOLNHELP	= one for each province/territory

where XX = province/territory code

Single HELP records exist for the following information:

CNGENHELP	= General help information on Canada
CNLICHELP	= General Vehicle Registration help information
CNOLNHELP	= General Driver License help information
CNPERHELP	= Wanted Persons help information
CNVEHHELP	= Stolen Vehicles help information
CNSIRHELP	= Criminal History help information
CNGUNHELP	= Stolen Gun help information
CNSECHELP	= Stolen Securities help information
CNARTHELP	= Stolen Article help information
CNBOTHELP	= Boat/Motor help information

END OF THE CANADIAN SECTION OF THIS MANUAL

PAROLE, PROBATION, AND CORRECTIONS TRANSACTIONS (PPQ/PCQ/PBQ/PAQ)-(PPR/PCR/PBR/PAR)

An agency may request out-of-state parole, probation or corrections (PPC) information by using four types of queries; PPQ, PCQ, PBQ, and PAQ. Each of the first three types of inquiries will access specific information from a state. The fourth type (PAQ) will interrogate all three files within a state.

It is important to recognize that many states will not be able to respond to some or all of these types of inquiries. NLETS has set up an exception table that, upon state request, will not forward to a state, those types of inquiries that a state cannot support. It is not required that a state provide an automated response to a PPC query. If a manual response is forthcoming, however, the state should generate a message notifying the inquirer of this fact. There are also HELP files set up for each application that will provide details regarding access, availability, and any idiosyncrasies of a state.

Some states treat these types of information as criminal history while some do not. Therefore, inclusion of the purpose code and attention fields is optional. If a state requires the purpose code and attention field and either of these fields is left out of the inquiry, NLETS will not forward the transaction and will notify the sending state that the purpose code and attention field are required when sending a PPC request to the destination state. A state must notify NLETS if they wish NLETS to reject any PPC inquiries that do not include the purpose code and attention fields. If a state does not require the PUR and ATN fields and the PPC inquiry includes them, the state should ignore these fields and process the inquiry normally. The state HELP files should include information on this.

Only criminal justice agencies authorized to access criminal records will be allowed to submit these types of messages to NLETS.

NLETS does not require standardized response formats. We do however request that states provide responses that are understandable. If there are codes or other state-specific information that may be difficult for an out-of-state reader to understand, this information should be included in the HELP file. For states that have not yet decided on a response format, it is suggested that NCIC 2000 guidelines be used.

NLETS accepts purpose codes of C, J, D, F, and S. These codes were created by NCIC for use on Triple I. They are defined as follows:

C - Must be used when the PPQ, PBQ, PCQ, or PAQ is for official duties in connection with the administration of criminal justice.

J - Must be used when the PPQ, PBQ, PCQ, or PAQ involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.

F - Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the license/permits in connection with screening applications for firearms and related permits.

D - Must be used by courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to state sealed records.

S - Must be used by national security agencies with the letter "R" in the ninth position of their ORI and may be used by agencies with the letters FBI, CIA or DOS in the 3rd, 4th, and 5th position of their ORI.

PPQ/PBQ/PCQ/PAQ Inquiries

The purpose of the PPQ, PBQ and PCQ inquiries is to request parole, probation and corrections information, respectively, on a subject. Records may be requested using five different indices; NAM/DOB/SEX, State ID Number (SID), FBI Number (FBI), Social Security Number (SOC), or Miscellaneous Number (MNU). Only one set may be used per inquiry. In other words, if an inquiry is made on the social security number, the user cannot include other fields in the inquiry. The purpose code (PUR) and attention fields (ATN) are optional. If they are included, they must be the first two fields in the inquiry. Trailing spaces should be eliminated in all data fields.

Format:

- Message key code followed by period. Allowable message key codes are:
    - PPQ (Parole by person's name or number)
    - PBQ (Probation by person's name or number)
    - PCQ (Corrections by person's name or number)
    - PAQ (All 3 files by person's name or number)
- Sending ORI followed by a period
- Destination 2-character ORI (only one allowed per transaction) followed by a period
- Optional control field prefixed by an asterisk and followed by a period
- TXT
- PUR/ (Optional except for the following states; AR, AZ, CO, CT, HI, KY, MN, MT, ND, PA, TN, UT, WA, and WV. The state of CT does not require the purpose code with PAQ, but does with PPQ, PCQ, PBQ
- Purpose Code (C, J, D, F, or S) followed by a period (optional)
- ATN/ (Optional) Attention Field (Max 30 characters) followed by a period. Include the name of the specific individual making the request. (Optional)

One of the following indexable sets of data elements must be included.

- NAM and date of birth and sex
- State ID #
- FBI #
- SOC #
- MNU #

Some states may not support one or more of these files. NLETS will reject the inquiry if a state does not support the requested information. Also, NLETS will reject those transactions to states that require PUR and ATN if they are not included in the query. All PPC inquiries should be answered by the matching response message type.

EXAMPLES:

```
PCQ.VAVSP000O.WA
TXT
PUR/C.ATN/SGT JOHN DOE.
NAM/PUBLIC,JOHN Q.DOB/19410514.SEX/M
```

This example would search the corrections file in the state of Washington by name, date of birth, and sex.

Field Codes and Edits

Entry	# Char	Explanation
PPQ/PBQ/PCQ/PAQ	3	Message type followed by a period
Message Header	13-24	Sending ORI, only one 2-character destination address allowed; and may include a control field.
TXT	3	Fixed field prefix to beginning of message
PUR/ (optional)	4	Prefix to identify purpose code
Purpose Code	1	Must be C, J, D, F, or S followed by a period
ATN/ (optional)	4	Prefix to identify attention field
Attention field	30	Name of requestor followed by a period
and		
Name	Max 30	Full name; format is last name, comma, first name, space, middle initial or name, space, suffix (Jr., III, etc.) followed by a period. Titles or degrees should not be used as part of the name.

DOB/	4	Prefix to identify date of birth
Date of Birth	6	Date of Birth followed by a period. Express as CCYYMMDD. Complete DOB must be present. Some states have different requirements. Check their HELP file for details.
SEX/	4	Prefix to identify sex
Sex	1	Sex followed by a period; conforms to NCIC codes
OR		
SID/	4	Prefix to identify State ID#
State ID #	10	State Id #
OR		
FBI/	4	Prefix to identify FBI #
FBI #	9	FBI #
OR		
SOC/	4	Prefix to identify Social Security #
Soc. Sec. #	9	Social Security #
OR		
MNU/	4	Prefix to identify miscellaneous #
Misc. #	15	Miscellaneous #

Responses to PPQ/PBQ/PCQ/PAQ Inquiries

These message types must be used to respond to all PPC queries:

PPR results from a PPQ
PBR results from a PBQ
PCR results from a PCQ
PAR results from a PAQ

NLETS will not dictate response formats. States should utilize their state formats in the responses. We do, however, recommend that the NCIC 2000 response guidelines be utilized when possible.

SEX OFFENDER REGISTRATION TRANSACTIONS (SOQ/SOR)

An agency may request out-of-state sex offender registration (SOR) information by using an SOQ and may notify an agency that a sex offender is relocating to their area by using an SON. The first message type will interrogate the destination state database and return information on the subject or a no record. The second serves as a formal method for an agency to communicate with another agency regarding the relocation of a sex offender.

It is important to recognize that some states will not be able to respond to an SOQ. NLETS has set up an exception table that, upon state request, will not forward SOQ requests to a state. It is not required that a state provide an automated response to an SOQ query. If a manual response is forthcoming, however, the state should generate a message notifying the inquirer of this fact. There are also HELP files created for each state that will provide details regarding access, availability, and any idiosyncrasies of a state.

Some states treat this type of information as criminal history while some do not. Therefore, inclusions of the purpose code and attention fields are optional. If a state requires the purpose code and attention field and either of these fields is left out of the inquiry, NLETS will not forward the transaction and will notify the sending state that the purpose code and attention field are required when sending an SOQ request to the destination state. A state must notify NLETS if they wish NLETS to reject SOQ inquiries that do not include the purpose code and attention fields. If a state does not require the PUR and ATN fields and the SOQ inquiry includes them, the state should ignore these fields and process the inquiry normally. The state HELP files should include information on this.

Only criminal justice agencies authorized to access criminal records will be allowed to submit a SOQ to NLETS.

NLETS does not require standardized response formats. However, request that states should provide responses that are understandable. If there are codes or other state-specific information that may be difficult for an out-of- state reader to understand, this information should be included in the HELP file.

NLETS accepts purpose codes of C, J, D, F, and S. These codes were created by NCIC for use on Triple I. They are defined as follows:

C - Must be used when the SOQ is for official duties in connection with the administration of criminal justice.

J - Must be used when the SOQ involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.

F - Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the license/permits.

D - Must be used by courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to state sealed records.

S - Must be used by national security agencies with the letter "R" in the ninth position of their ORI and may be used by agencies with the letter FBI, CIA or DOS in the 3rd, 4th, and 5th position of their ORI.

The purpose of the SOQ inquiry is to request sex offender registration on a subject. Records may be requested using five different indices: NAM/DOB/SEX, State ID Number (SID), FBI Number (FBI), Social Security Number (SOC), or Miscellaneous Number (MNU). Only one set may be used per inquiry. In other words, if an inquiry is made on the social security number, the user cannot include other fields in the inquiry. The purpose code (PUR) and attention fields (ATN) are optional. If they are included, they must be the first two fields in the inquiry. Trailing spaces should be eliminated in all data fields.

Format:

- Message key code (SOQ) followed by period
- Sending ORI followed by a period
- Destination 2-character ORI (only one allowed per transaction) followed by a period
- Optional control field prefixed by an asterisk and followed by a period
- TXT
- PUR/ (Optional except for the following states: AR, AZ, CO, CT, HI, KY, ME, MN, MT, ND, OH,
- PA, TN, UT, WA, WV, AND WY.)
- Purpose Code (C, J, D, or F) followed by a period (optional)
- ATN/ (Optional)
- Attention Field (Max 30 characters) followed by a period. Include the name of the specific individual making the request. (Optional)
- One of the following indexable sets of data elements must be included.

    - NAM and date of birth and sex
    - State ID #
    - FBI #
    - SOC#
    - MNU #

Some states may not support an SOR file. NLETS will reject the inquiry if a state does not support the file. All SOR inquiries should be answered by the matching response message type.

EXAMPLE:

SOQ.VAVSP0000.WA.
TXT
PUR/C.ATN/SGT JOHN DOE.
NAM/PUBLIC,JOHN Q.DOB/19410514.SEX/M

This example would search the sex offender registration file in the state of Washington by name, date of birth, and sex.

Field Codes and Edits

Entry	# Char	Explanation
SOQ	3	Message key code followed by a period
Message Header	13-24	Sending ORI, only one 2-character destination address allowed; and may include a control field.
TXT	3	Fixed field prefix to beginning of message
PUR/ (optional)	4	Prefix to identify purpose code
Purpose Code	1	Must be C, J, D, F, or S followed by a period
ATN/ (optional)	4	Prefix to identify attention field
Attention Field	30	Name of requestor followed by a period
AND		
Name	Max 30	Full name; format is last name, comma, (space after comma is optional) first name, space, middle initial or name, space, suffix (Jr., III, etc.) Followed by a period. Titles or degrees should not be used as part of the name.
DOB/	4	Prefix to identify date of birth
Date of Birth	6	Date of Birth followed by a period. Express as ccyymmdd. Complete DOB must be present. Some states have different requirements. Check their HELP file for details.
SEX/	4	Prefix to identify sex
Sex	1	Sex followed by a period; conforms to NCIC codes
OR		
SID/	4	Prefix to identify State ID#
State ID #	10	State Id #

OR		
FBI/	4	Prefix to identify FBI #
FBI #	9	FBI #
OR		
SOC/	4	Prefix to identify Social Security #
Soc. Sec. #	9	Social Security #
OR		
MNU/	4	Prefix to identify miscellaneous #
Misc. #	15	Miscellaneous #

Responses to SOQ Inquiries

An SOR must be used to respond to an SOQ inquiry. NLETS will not dictate response formats. States should utilize their state formats in the responses. The NCIC response guidelines should be utilized when possible.

Example of State Response:

(NLETS Header)

*** CURRENT REGISTRATION INFORMATION ***
ORI - SCLEDOOA0 SID - SC00731124

PURSUANT TO SECTION 23-3-490 IN CHAPTER 3, TITLE 23 OF THE 1976 CODE: INFORMATION COLLECTED FOR THE OFFENDER REGISTRY SHALL NOT BE OPEN TO INSPECTION BY THE PUBLIC. THE INFORMATION SHALL BE MADE AVAILABLE ONLY TO LAW ENFORCEMENT, INVESTIGATIVE AGENCIES AND THOSE; AUTHORIZED BY THE COURT

DATE 05/29/96 TIME 1037:45
REG ORI-SC0230000 SRS NUMBER-000000869
COUNTY OF REGISTRATION-23 GREENVILLE
RELEASE/SENTENCE DATE: 03/017/94

NAME-PUBLIC, JOHN Q SEX-M RACE-W DNA-UNAVAILABLE
HEIGHT- 508 WEIGHT-173 EYE-HAZ HAIR-BLN SKIN-RUD BLOOD

DOB/19410514 SOC-472474139 SMT- TAT LF ARM DESC-HEART WITH DAGGER
COMMENT-CSC WITH MINOR

ADDRESS-43 MILLER ROAD
CITY-GREENVILLE ZIP-29611
PHONE-813-555-1213

EMPLOYER- WIDGET CORPORATION ADDRESS-4747 MAIN STREET
CITY-GREENVILLE STATE-SC ZIP-29613 PHONE-803-555-1316

NEXT OF KIN-MARY Q PUBLIC
ADDRESS-16 OAK STREET CITY-COLUMBIA
STATE-SC ZIP-29633 PHONE-803-555-8787

PRE-REGISTRATION ENTERED: 03/25/94 BY: SO
REGISTRATION ENTERED: 03/25/94 BY: 321
LAST ANNUAL REGISTRATION: 00/00/0000 BY:

****

ADDITIONAL IDENTIFIERS
NAME BIRTH SMT DES SOC
JOHNNY PUBLIC

DR LICENSE STATE EXP YEAR
473494812 SC 1998

STATE STATUTE	CONVICTION DATE
16-3-655 CSC WITH MINOR	06/10/91

Sex Offender Relocation Notification (SON)

The format below provides a means for an NLETS user to notify another agency, in a formal fixed format request, that a sex offender is relocating to their area. The message key for the Sex Offender Notification is "SON." The "REMARKS" field has been included to allow states to add additional information, not assigned a specific field. Longer and more readable data element identifiers have been adopted. For example instead of using "ADR/" to indicate the relocation address, "RELOCATION ADDRESS" is used. This should make this message more understandable to the receiver. Although the sending agency may have additional information, this notification is meant to alert the agency to which the registrant is relocating. This agency is encouraged to contact the sending agency if additional information on the subject is needed.

Field Codes and Edits

Entry	# of Characters	Explanation
SON	3	Message type followed by a period
Message header	13-24	Standard input, only one 2-character address allowed, may include a control field.
NAME/	30	Name of sex offender registrant
SEX/	1	Use standard codes
SEX OFFENDER REG# or FBI #, or SID #	Max 20	Only one number is required. Either sex offender registration #, FBI #, or State ID #
RELOCATION ADDRESS/	60	Relocation Street Address
RELOCATION COUNTY/	30	County of Relocation
STATE STATUTE #/ Or STATE OFFENSE LITERAL/	Max 50	State Statute Number or State Offense Literal
PLANNED DATE OF RELOCATION/	6-8	Optional field, ccyymmdd;
REMARKS/	500	Freeform remarks field. This field may be used to provide a description of the subject, employment history, information on contact person in sending state or any other information that might be of use to the receiving agency.

Example:

SON. (NLETS standard header)
NAME/PUBLIC, JOHN Q.SEX/M.SID/CO1234567.
RELOCATION ADDRESS/ANYWHERE, COLORADO.
RELOCATION COUNTY/ LARIMER.
STATE STATUTE #/486-10.PLANNED
DATE OF RELOCATION/AUGUST 8, 1997.
REMARKS/ SUBJECT IS 5'7" 157 BRN BRN. WAS EMPLOYED BY ACME ELECTRONICS FOR FIVE YEARS. ANY ADDITIONAL QUESTIONS CONTACT OFFICER O'HARA (602) 555-1111

INS's LAW ENFORCEMENT SUPPORT CENTER (LESC)

The purpose of the LESC is to provide timely information on aliens suspected of criminal activity and status information of aliens under arrest. The information is utilized for investigative purposes, by correctional departments for identification and background data on subjects, and as a system to notify INS of a subject's incarceration or placement on probation. The staff queries eight INS databases and responds to the requesting law enforcement agency. The Center operates on a 24-hour, seven-day a week basis. The LESC is currently located in South Burlington, Vermont. For additional information direct requests to:

Director
INS Law Enforcement Support Center
188 Harvest Lane
Williston, VT 05495
ORI: VTINS0700 AND VTINS1000
Phone: (802) 872-6000, (802) 872-6020, (877) 999-5372, FAX: (802) 288-1222

Because of the sensitive nature of the information to be provided by the LESC, only agencies authorized to request criminal record information over NLETS will be authorized to access the LESC. NLETS will reject messages from ORIs that have not been authorized.

The LESC maintains a HELP file to provide additional information. It may be accessed by sending an "AM" message to AXADMHELP. Assistance is also available through an "AM" message sent to "AX."

Files

There are six indices that the LESC searches after receiving a query via NLETS. A brief description of each may be found below.

CENTRAL INDEX SYSTEM (CIS)

CIS is a centralized, computer-based information system that serves as the heart of INS mission support, both in areas of service benefits and law enforcement. The Central Index contains data on lawful permanent residents, naturalized citizens, violators of immigration laws, aliens with Employment Authorization Document (EAD) information, and others for whom the Service has opened alien files or in whom it has a special interest.

CIS provides several major capabilities, including searching the alien database by multiple criteria and displaying summary level data on the alien. The major search keys are "A number" and name. Variations of the Name Search are provided by allowing a direct search using Exact Name or a Sounds-like (Soundex) search using a similar sounding name of an alias name. In addition, the Name Searches allow other identifying information as secondary search criteria such as: Date of Birth, Country of Birth, and Files Control Office; Date of Birth is the most often used secondary search criterion.

COMPUTER LINKED APPLICATION INFORMATION MANAGEMENT SYSTEM (CLAIMS)

CLAIMS is an application processing system that provides information concerning the receipt, adjudication, and notification processes for applicants and petitioners of INS benefits, such as Employment Authorization Documents, Permanent Residency, etc. The current CLAIMS implementation combines several systems that support these processing requirements. This system also provides information on the current status of a pending application of the aforementioned INS benefits.

DEPORTABLE ALIEN CONTROL SYSTEM (DACS)

DACS provides information on the status and disposition of deportation cases, and on the statistics and summary data representing cases by status type and other activities. DACS captures deportable data; tracks aliens who are arrested, detained or formally removed from the country; produces deportation forms and reports; and makes the information accessible online to Deportation Officers and other INS users. DACS maintains information on aliens detained by the Service and reports on this activity.

NATIONAL AUTOMATED IMMIGRATION LOOKOUT SYSTEM II (NAILS II)

NAILS II is a lookout enforcement system that contains information about persons of interest to INS for law enforcement purposes. It expedites the determination of traveler admissibility into the United States and identifies individuals who may have overstayed and provides statistical information to INS managers. It responds to queries based on biographical, classification, and citizenship data.

NON-IMMIGRANT INFORMATION SYSTEM (NIIS)

NIIS contains arrival, departure, and ancillary information pertaining to nonimmigrant aliens entering the United States. It contains data on the individual's status, identifies individuals who may have over-stayed, and provides statistical information to INS managers. It provides for queries based on biographical, classification, and citizenship data.

STUDENT AND SCHOOLS SYSTEM (STSC)

STSC is the primary vehicle for identifying, locating, and determining the status or benefits eligibility of nonimmigrant students and their dependents. Data is captured from forms relevant to foreign students and are available for query. This data includes requests for extensions, change of status, transfers, and employment authorization. STSC also maintains records on approved schools, school officials, and current or past violations.

Inquiries

All queries sent to the LESC must contain at least the required information. Any optional information supplied in the query will increase the probability of finding a positive record and enable a more informative response to be sent.

The operations staff at the LESC will extract information from the various INS indices and reformat it into a response that is understandable by those unfamiliar with INS nomenclature and formats. **Users should recognize that since the search process is not fully automated, response times may be slow. Twenty minutes is not unusual.**

The system will, however, provide a computer-generated message acknowledging receipt of your inquiry within 15 seconds of receipt by the LESC.

Name Structure

The usage of surnames from different countries can often be confusing. For example, Hispanics generally use both their father's and mother's last name, giving them a double last name. The first name of this double last name is generally the most important name for record check purposes. If one does not know how to place these names in the name fields on inquiries, misses could occur. Below is a short explanation of the construction of names often checked with INS indices.

HISPANIC (FIRST NAMES)

Many Spanish first names consist of more than one word, for example, Maria de Los Angeles, Maria de la Luz, and Maria del Carmen. When written with a prepositional phrase, the name should be treated as one first name. If the name is not recorded with a prepositional phrase, for example, Maria Luz or Maria Carmen, it should be considered first and middle names.

HISPANIC (SURNAMES)

Spanish and Hispanic persons customarily use the surnames of both parents. This double surname is derived from the first surname of the father and the first surname of the mother. Neither name is considered a middle name. The surname of the father precedes that of the mother. The two surnames may be connected by the word "y," which means "and." For example, Juan Gomez y Conde has Juan as a first name, Gomez as the surname of the father, and Conde as the surname of the mother. For recording purposes, all double last names are listed with the father's surname followed by the mother's surname. Juan Gomez y Conde would be recorded as Juan Gomez Conde. The nationals of some South American countries do not, as a general rule, use both last names. If the subject comes from a country that uses both last names, but the subject only uses one, and it is his mother's surname, this will often indicate that the subject's parents were not married.

HISPANICS (MARRIED FOR WOMEN)

When she marries, a woman commonly drops the surname of her mother and adds the first surname of her husband, preceded by the preposition "de." This indicates she is the "wife of" that man. Maria Gomez Garcia, when married to Juan Martinez Ramirez, would become Maria Gomez de Martinez and will be recorded as Gomez de Martinez, Maria.

Note that according to traditional Hispanic usage the woman's surname never changes. After admission to the United States, however, some women have adopted the American custom of using the husband's surname as their own. Maria Gomez de Martinez may begin to give her name as Martinez, Maria Gomez.

ASIAN (CHINESE)

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the first part only is identified as the surname and the next parts used as the first name and middle name.

When one or more names follow the surname, use only the first as the surname. Sometimes the surname will be in capital letters and the other names will be connected by a hyphen. In such cases you may find the surname written either before or after the other names.

Examples:

Name	Surname
Low Tai Yat	Low
Harry Yat Bun Sing	Yat
Soong Mei Ling	Soong

MIDDLE EASTERN

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the last part only is identified as the surname and the first part used as the first name.

Example:

Name	Surname
Mohammed Ali Jafir	Jafir

When a surname is preceded by an article such as "El" or "Al," it is considered to be part of the surname.

Example:

Name	Surname
Yousef Ben El Gazar	El Gazar

Format for INS's LESC Inquiry

This transaction results in the searching of the eight service databases, NCIC, and Triple I. All formatted inquiries MUST be sent to the LESC two-character address “AX.”

Examples: Format: 510

IAQ**.**VAVSP0000**.**AX**.**
TXT
PUR/C**.**ATN/OFC R P MCMURPHY**.**PHN/804 652 2000**.**NAM/DOE,JOHN**.**
DOB/061045**.**SEX/M**.**POB/MM**.**CUS/Y**.**OFF/5012

The following are explanations of the REQUIRED FIELDS and the OPTIONAL FIELDS that must be completed for an LESC inquiry**.**

NLETS will perform the normal edits for required data, length and content**.**

Message Field Codes	# Char.	Explanation
PUR/	1	Purpose code followed by a period. Must be "C" or "F"
ATN/	Max. 30	Name of individual making inquiry followed by a period
PHN/	20	Area code followed by telephone # and a period
NAM/	30	Name of subject (last, first middle) followed by a period
DOB/	8	Date of birth in ccyymmdd, format followed by a period
SEX/	1	Sex field followed by a period
POB/	2	Place of birth using standard NCIC code followed by a period
CUS/	1	Indicates if subject is in custody; must be Y or N followed by a period
OFF/	4	NCIC offense code, most serious charge followed by a period * If no code is available use generic code of "0399"

FOLLOWED BY ANY OF THE FOLLOWING OPTIONAL FIELDS:

Message Field Codes	# Char.	Explanation
ARN/	8 or 9	Alien registration number followed by a period unless it is the last field. **IMPORTANT!** **This is a key INS file identifier; use if known**
FBI/	9	FBI number followed by a period.
SID/	10	State ID number followed by a period
OLN/	20	Operator's license number followed by a period
HGT/	3	Height followed by a period
WGT/	3	Weight followed by a period
EYE/	3	Eye color followed by a period
MMN/	1-15	Mother's maiden name followed by a period
MFN/	1-10	Mother's first name followed by a period
FLN/	1-15	Father's last name followed by a period
FFN/	1-10	Father's first name followed by a period

MNU/	1-15	Miscellaneous number followed by a period
SOC/	9	Social security number followed by a period
PPN/	1-15	Passport number followed by a period
BKN/	1-15	Booking number followed by a period **IMPORTANT!** **Booking numbers are required for inquires from correctional or jail facilities.**
REM/	1-300	Remarks section to include relevant information.

NOTE: The final field in the inquiry should not be followed by a period

Optional fields increase the probability of finding a match within the INS indices. There is no requirement to use all the optional fields in order to get to the one needed. Remember, when using the "Remarks" field, do not use periods to end sentences as a period will end the field and cut off the remaining narrative.

Responses to LESC Inquiries (IAR)

Response times may take 20 minutes to complete because human intervention is required to complete these record checks and format responses. However, the LESC will provide an automated acknowledgment notifying the inquiring agency that his/her inquiry has been received and is being processed. The positive message acknowledgment will read as follows:

YOUR MESSAGE WAS RECEIVED BY THE INS LAW ENFORCEMENT SUPPORT CENTER. WE WILL PROCESS YOUR INQUIRY AND RETURN A RESPONSE UPON COMPLETION OF THE INS DATABASE SEARCH. END

The first part of each response will include the actual inquiry that was sent. This will enable the inquirer to match up their inquiry with its response. When the information is assembled and returned to the inquirer it may be in segments. The final segment will have the message "END" at the end. This will denote that no other information on this inquiry is forthcoming. The user should recognize that the responses are basically free and can include a variety of information on aliens. If you have difficulty deciphering your response, contact the LESC at "AX."

A copy of all LESC responses will be sent to the local INS office that has jurisdiction over the agency that made the inquiry.

Certain responses provide contact phone number for INS Enforcement Offices. The purpose is to enable the law enforcement agency making the inquiry to make contact with INS where the subject of the query may be amenable to arrest for violation of federal criminal statutes and/or Immigration Act violations.

Sample LESC Response

The following is an example response. This is not inclusive of all the possible responses sent out by the LESC.

Subject Appears to be in the United States Illegally

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS BEING PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

BASED ON THE INFORMATION PROVIDED, THE FOLLOWING INS RECORD APPEARS TO RELATE:
NAME/
DOB/
POB/
ARN/
FCO/
DOE/
FBI/ MAY RELATE TO SUBJECT
SID/ MAY RELATE TO SUBJECT
LKA/
SOC/
FFN/
MFN/

INS RECORDS INDICATE THAT THIS SUBJECT IS NOT LEGALLY IN THE UNITED STATES AND APPEARS TO BE DEPORTABLE.

ATF NATIONAL TRACING CENTER

The National Tracing Center (NTC) is a branch of the Firearms Enforcement Division of the Bureau of Alcohol, Tobacco and Firearms (ATF). The main purpose of the NTC is to provide 24-hour assistance to ATF field offices and law enforcement agencies worldwide in their fight against violent crime by tracing crime guns. A firearms trace is the systematic tracking of a crime gun from the place of manufacture to the place of sale, such as a retail establishment or gun dealer. Because ATF is the only agency with the capability to trace firearms, the NTC has become a major asset to ATF.

As of March 27, 2001, the ATQ/ATR message keys have been phased out by the ATF. Traces may be submitted by Telephone, Fax or mail. The address of the National Tracing Center (NTC) is:

National Tracing Center
882 TJ Jackson Drive
Falling Waters, West Virginia 25419

Paper trace submissions including "Urgent Traces" can be faxed to (800) 578-7223 or (304) 274-4121.

You may obtain trace forms by contacting the Supervisory Firearms Program Specialist Connie Feigley at (800) 788-7133 or (304) 274-4100 EXT. 772 or 240. Trace forms may also be obtained from the local ATF office in your area. To obtain trace forms via the Internet, go to WWW.ATF.TREAS.GOV

The National Tracing Center (NTC) also receives traces through Electronic Trace Submission System software via a dial-up connection. A web version of this software is currently in development.

More information on the FTS and a copy of the National Tracing Center Firearms Tracing Guide can be obtained from the National Tracing Center by calling Special Agent David Krieghbaum, Firearms Technician Ed Stely, or the Project LEAD Support Group at 1-800-788-7133, or by faxing the NTC at 1-304-274-4162.

National Drug Pointer Index (NDPIX) File

The National Drug Pointer Index System (NDPIX) is a nationwide, multi- jurisdictional automated information sharing system that facilitates cooperation among Law Enforcement Agencies (LEAs) through the exchange of Point of Contact (POC) data on targets of drug investigations.

NDPIX is managed by the Drug Enforcement Administration (DEA) on Department of Justice (DOJ) computers in Rockville, Maryland, on 24-hours per day (less end-of-day maintenance) seven-days per week basis. The National Law Enforcement Telecommunications System (NLETS) serves as the linkage between NDPIX and its participants.

NDPIX provides automated response to POC on active cases to participating state, local, and Federal LEAs. Records are kept in the database for 180 days and then purged unless updated or renewed. Entry makers have the option of requesting lists of their records in the database.

NDPIX operates as follows:

- An LEA submits an entry on a target who is under active investigation for violation of drug laws. The LEA can later update or renew the entry.
- NDPIX validates the entry which contains an authorized ORI, User Id and Password.
- NDPIX then validates the entry to ensure that it contains at least the mandatory fields of data and that the data fields are valid. NDPIX notifies the entry maker of any errors found.
- NDPIX adds the valid entry to the database or updates an earlier entry.
- NDPIX then searches the database for matches to the entry.
- NDPIX sends POC information to the entry maker - up to 50 matches.
- NDPIX sends the POC of the entry or update to owners of matching records.

NDPIX is available to all state, local, and Federal law enforcement agencies that:

- Possess law enforcement or criminal investigative authority;
- Investigate drug violations; and
- Have the ability and authority to initiate an active criminal case investigation and pursue that case to prosecution.

Participation in NDPIX requires that an agreement be executed between the DEA and the prospective participating agency. Further requirements include:

- NDPIX transmissions must originate from an Originating Agency Identifier (ORI) approved by the National Crime Information Center (NCIC) and registered with DEA.

- DEA assigns a User Id and Password to each individual named by the applying agency as an NDPIX user. Each user must be associated with one or more ORIs registered with NDPIX.

DEA established the NDPIX Support Staff to assist NDPIX participants through the registration process, to provide training materials and User Manuals, and to assist users in resolving problems once actual participation begins.

Access to the National Drug Pointer Index System (NDPIX)

To obtain a Participation Agreement or obtain further information on NDPIX, call 1-800-276-5558.

GLINK Format Screens

Transaction	Formatted Screen Number
Enter new records in NDPIX	511
Update records in NDPIX	512
Renew a record in NDPIX	513
Request a report	514

Homeland Security (HS)

The purpose of the HS is to notify first responders, i.e., police, public safety and other emergency type agencies in the event of national, regional or local area threat situation.

This unique message key allows receiving Control Terminal Agencies to distinguish it from a normal administrative message.

The "HS" message can only be sent by agencies designated by "Homeland Security Officials **FBI**" and is delivered with the highest priority allowed by NLETS. Based on the "CCD/" field, a different unique caveat is placed in the text of the message and is followed by the freeform text entered by the FBI.

Homeland Security (HSL)

The purpose of the HSL is to limit notification to "Law Enforcement" allowing the FBI and Department of Homeland Security better control the dissemination of important information regarding Homeland Security.

Law Enforcement only Message (AML)

The purpose of the "AML" message is to enable a criminal justice agency to send an interstate administrative message to "Law Enforcement Only" agencies within another state.

This message key, an AML, will be passed from the sending party through NLETS (where it will pick up a new caveat) to the receiving state(s). The receiving state will resend that message within their jurisdiction to only those agencies fitting the definition of "Law Enforcement Only."

Example:

AML.VAVSP00H1.MD.
TXT **(MESSAGE SENT)**

2003-2134 SPHQ VAVSP00H1 RICHMOND VA 2-20-2002
TO MARYLAND LAW ENFORCEMENT AGENCIES

TEST MESSAGE

AUTH VCIN ADMINISTRATIVE OFFICE RICHMOND VA HOWELL 1356 EST

0220 39073 1358 NLET
AML.VAVSP00H1
11:57 02/20/2003 06326
11:57 02/20/2003 07962 MD
TXT **(MESSAGE RECEIVED)**

* LAW ENFORCEMENT DISSEMINATION ONLY *

2003-2134 SPHQ VAVSP00H1 RICHMOND VA 2-20-2002
TO MARYLAND LAW ENFORCEMENT AGENCIES

TEST MESSAGE

AUTH VCIN ADMINISTRATIVE OFFICE RICHMOND VA HOWELL 1356 EST

CWQ - Concealed Weapons Permit Information Exchange System

The purpose of this system is to provide a standardized, secure, and efficient method for NLETS users to exchange concealed weapon permit information between state, local and federal law enforcement and criminal justice agencies.

NLETS will return a standard "not available" response for those states without automated systems. A help file is maintained by the NLETS system on states with automated systems and is accessed by sending an administrative message to ORI "NLGUNHELP" and for access to each state's help file change the NL part of the ORI to the state code that you need help from. i.e. TNGUNHELP.

FIELD	MKE	# CHARACTERS	EXPLANATION
Name	NAM	30 (Maximum)	Full name; format is last name, comma, first name, space, middle initial
Date of Birth	DOB	8	Express as ccyymmdd;
Social security number	SOC	9	Social security number followed by a period
Permit number	PER	15 (Maximum)	Permit number

Format 558, 559, and 560 (GLINK)

CWQ followed by period
Sending ORI followed by a period
Destination 2-character ORI (only one destination allowed) followed by a period.
Optional control field prefixed by an asterisk and followed by a period
TXT

And, one or more of the following variations.

NAM/____.(DOB/____)

and/or

SOC/____

and/or

PER/____

NOTE: The final data element in an inquiry must not end with a period. CWQ messages may be sent to only single 2-character state codes.

Example

CWQ.VAVSP00H1.MT.
TXT
NAM/JUSTICE,GERRY.DOB/19500101

1208 33135 1323 NLET
CWR.MT025015Y
11:24 12/08/2008 14622
11:24 12/08/2008 20240 VAVSP00H1
*MRI0233123
TXT

**** MONTANA CONCEALED WEAPON PERMIT INFORMATION ****
ORI/MT025015Y MONTANA DEPARTMENT OF JUSTICE (406)444-2800
THE INFORMATION CONTAINED IN THIS RECORD IS FURNISHED FOR
OFFICIAL USE ONLY.
QUERY REQUESTED ON:
NAM/JUSTICE,GERRY
DOB/19500101
SOC/

RECORD FOUND USING:
DOB/19500101
NAM/JUSTICE,GERRY
MKE/ACTIVE MT CONCEALED WEAPON PERMIT HOLDER
NAM/JUSTICE, GERRY
DOB/19500101 SOC/517121234 OLN/123333333
HGT/601 WGT/190 EYE/BLU HAI/ SEX/M
ADR/ANY STREET HELENA, MT 59601
PER/TEST 1 ISS/20051201 EXP/20091201
ORI/
MIS/ACTIVE CONCEALED WEAPON PERMIT
IMAGE AVAILABLE/N
**** END OF RECORD ****
**** END OF MONTANA CONCEALED WEAPON PERMIT INFORMATION ****

MRI 233135 IN: NLI1 11966 AT 08DEC2008 13:23 OUT: HOWL 0 AT 08DEC2008 13:24

Special Notes

1. States may have reciprocity with certain states and not other states. Refer to the table of contents of File Transaction section of the VCIN Manual, under “Virginia State Help File” this type of information.

2. Some states search by name only and this may produce multiple hits.

IP - Interpol Transactions

This section describes the format and provides examples for Interpol queries and responses from the Interpol database located in France.

Wanted Person Inquiry and Response Specifications (IPQ/IPR)

Permits search of the Interpol Database on known international criminals, providing access to their criminal history and related notices etc. (All of the 187 member countries)

Information is also provided on missing persons, including children. This database is managed by the General Secretariat based on the information provided by the INTERPOL membership.

Names are easily checked on the system and they are entered directly into simple research fields and research commences. Within seconds, if the person is known to INTERPOL, the criminal history/wants/locates is displayed on the screen.

FIELD	MKE	# CHARACTERS	EXPLANATION
Name	NAM	100 (Maximum)	Full name; format is last name, comma, first name, space, middle initial
Date of Birth	DOB	8	Express as ccyymmdd;

Format 561 (GLINK)

IPQ followed by period
Sending ORI followed by a period
Destination 2-character ORI (IP is the only one destination allowed) followed by a period.
Optional control field prefixed by an asterisk and followed by a period
TXT

And the following fields.

NAM/____.(DOB/____)

Example of Request

IPQ.VAVSP00H1.IP.
TXT
NAM/DOE,JOHN.DOB/19550101

Example of Reply

1209 03613 0802 NLET
IPR.DCINTER00
06:03 12/09/2008 90657
06:03 12/09/2008 33967 VAVSP00H1
*MRI0103574
TXT

Possible Interpol Matches:

Subject: JOHN DOE
DOB: 9999-99-99
ID: 2004/24666

Subject: KAZEEM ODUNSI
DOB: 1974-04-23
ID: 2006/39160

Original Query Data
Name:DOE,JOHN
DOB:1955-01-01
MRI 103613 IN: NLI1 3797 AT 09DEC2008 08:02 OUT: HOWL 1 AT 09DEC2008 08:02

WANTED PERSON Detailed Interpol Full Query Specifications (FPQ/FPR

To obtain addition details on subject in the "IPR" response, transmit a "FPQ transaction. **When this transaction is transmitted Interpol and the country involved will automatically notified by the Interpol system in France.**

FIELD	MKE	# CHARACTERS	EXPLANATION
Entity ID	EID	60 (Maximum)	Unique entity ID number on file with Interpol.

Format 562 (GLINK)

FPQ followed by period
Sending ORI followed by a period
Destination 2-character ORI (only one destination allowed) followed by a period.
Optional control field prefixed by an asterisk and followed by a period
TXT

And the following field.

EID/ (This is the ID number in the IPR response)

Example of Request

FPQ.VAVSP00H1.IP.
TXT
EID/2004/24666

Example of Reply

1211 36866 1405 NLET
FPR.DCINTER00
12:03 12/11/2008 26035
12:03 12/11/2008 86877 VAVSP00H1
*MRI0236849
TXT

Interpol Record
Your query of the Interpol ASF database has resulted in a positive "hit" and an alarm message has been sent to the country that submitted the information and the Interpol-United States National Central Bureau (USNCB) at the U.S. Department of Justice in Washington, D.C. **Before taking any further action on this matter, you must contact the USNCB immediately at (202) 616-3900 to confirm the validity of the information obtained and coordinate any follow-up action on the information**. NOTE: Under U.S. Law, the existence of charges in another Country alone does not authorize the subjects arrest in the United States. However the foreign charges and the present circumstances may provide a basis under the laws and regulations applicable to your jurisdiction to detain the subject, at least temporarily, in order to obtain additional information.

Subject Information (SUSPECTED)
Name: DOE,JOHN
Sex: M
Criminal History
Offense: BANKING/FINANCIAL FRAUD
Person Qualification: CRIMINAL

Original Query Data
Entity ID: 2004/24666
MRI 236866 IN: NLI1 12601 AT 11DEC2008 14:02 OUT: HOWL 6 AT 11DEC2008 14:06

Stolen Vehicle Inquiry and Response Specifications (IVQ/IVR)

This database contains identification details for vehicles reported as stolen around the world. It is populated directly by Member countries.

FIELD	MKE	# CHARACTERS	EXPLANATION
Vehicle ID	VIN	62 (Maximum)	VIN number of vehicle

Optional Field

Engine ID	ENG	62 (Maximum)	Engine ID Number

Format 563 (GLINK)

IVQ followed by period
Sending ORI followed by a period
Destination 2-character ORI (only one destination allowed) followed by a period.
Optional control field prefixed by an asterisk and followed by a period
TXT

And the following field.

VIN/

Example of Request

IVQ.VAVSP00H1.IP.
TXT
VIN/ WDBBA45ADDB020966

Example of Reply

1210 73407 1446 NLET
IVR.DCINTER00
12:47 12/10/2008 11770
12:47 12/10/2008 65544 VAVSP00H1
*MRI0273376
TXT

Possible Interpol Matches:

VIN: WDBBA45ADDB020966
Engine ID: 123456
Make: HOND

Original Query Data
VIN:WDBBA45ADDB020966
MRI 273407 IN: NLI1 13163 AT 10DEC2008 14:46 OUT: HOWL 4 AT 10DEC2008 14:46

Vehicle Detailed Interpol Stolen Vehicle Full Inquiry and Response Specifications (FVQ/FVR)

To obtain addition details on vehicle in the "IVR" response, transmit a "FVQ transaction. **When this transaction is transmitted Interpol and the country involved will automatically notified by the Interpol system in France**.

FIELD	MKE	# CHARACTERS	EXPLANATION
Entity ID	EID	62 (Maximum)	The EID number will be the VIN of the vehicle.

Format 564 (GLINK)

FVQ followed by period
Sending ORI followed by a period
Destination 2-character ORI (only one destination allowed) followed by a period.
Optional control field prefixed by an asterisk and followed by a period
TXT

And the following field.

EID/ (The EID number will be the VIN of the vehicle)

Example of Request

FVQ.VAVSP00H1.IP.
TXT
EID/WDBBA45ADDB020966

Example of Reply

1211 41691 1542 NLET
FVR.DCINTER00
12:15 12/11/2008 26160
12:15 12/11/2008 87147 VAVSP00H1
*MRI0241659
TXT

Interpol Record
Your query of the Interpol ASF database has resulted in a positive "hit" and an alarm message has been sent to the country that submitted the information and the Interpol-United States National Central Bureau (USNCB) at the U.S. Department of Justice in Washington, D.C. **Before taking any further action on this matter, you must contact the USNCB immediately at (202) 616-3900 to confirm the validity of the information obtained and coordinate any follow-up action on the information.** NOTE: This information MAY provide the basis for additional investigation, seizure, and/or charges under the laws and regulations applicable to your jurisdiction.

Vehicle Information

(THIS AREA WILL CONTAIN THE DATA THAT INTERPOL HAS ON FILE)

Original Query Data
VIN: WDBBA45ADDB020966
MRI 241691 IN: NLI1 12873 AT 11DEC2008 14:14 OUT: HOWL 0 AT 11DEC2008 15:42

Interpol Stolen Travel Document Inquiry and Response Examples (ITQ/ITR)

Because stolen travel documents are used essentially for illicit activities, they constitute a haven for organized groups particularly in the field of illegal immigration, drug trafficking, terrorism, economic crime and credit card fraud.

Access to this kind of information is therefore particularly useful to international border control entities. By entering the serial number of a suspicious travel document (ex: passport) into the database, agencies are able to ascertain if the document is part of a series of stolen ID documents and can be put in touch with the relevant authority in order to establish further information.

In a matter of seconds, research leads to the essential information required to pursue investigations and that in many instances can be critical to apprehending the criminal or making the case.

FIELD	MKE	# CHARACTERS	EXPLANATION
Document ID	DID	60 (Maximum)	Unique ID of Document

Format 565 (GLINK)

ITQ followed by period
Sending ORI followed by a period
Destination 2-character ORI (only one destination allowed) followed by a period.
Optional control field prefixed by an asterisk and followed by a period
TXT

And the following field.

DID/

Example of Request

ITQ.VAVSP00H1.IP.
TXT
DID/017952515

Example of Reply

1211 85283 1554 NLET
ITR.DCINTER00
13:55 12/11/2008 27396
13:55 12/11/2008 89404 VAVSP00H1
*MRI0285261
TXT

Possible Interpol Matches:

ID: 017952515
Type: Passport
Country: UNITED STATES
Interpol ID: E6044BCA42054A12A6878DEAF41FD175

Original Query Data
Document ID:017952515
MRI 285283 IN: NLI1 15154 AT 11DEC2008 15:54 OUT: HOWL 11 AT 11DEC2008 15:54

Interpol Stolen Detailed Travel Document Full Inquiry and Response Specifications (FTQ/FTR)

To obtain addition details on subject in the "ITR" response, transmit a "FTQ transaction. **When this transaction is transmitted Interpol and the country involved will automatically notified by the Interpol system in France**.

FIELD	MKE	# CHARACTERS	EXPLANATION
Document ID	EID	60 (Maximum)	Unique ID of Document

Format 566 (GLINK)

FTQ followed by period
Sending ORI followed by a period
Destination 2-character ORI (only one destination allowed) followed by a period.
Optional control field prefixed by an asterisk and followed by a period
TXT

And the following field.

EID/

Example of Request

FTQ.VAVSP00H1.IP.
TXT
EID/E6044BCA42054A12A6878DEAF41FD175

Example of Reply

1211 86263 1557 NLET
FTR.DCINTER00
13:58 12/11/2008 27441
13:58 12/11/2008 89439 VAVSP00H1
*MRI0286239
TXT

Interpol Record
Your query of the Interpol ASF database has resulted in a positive "hit" and an alarm message has been sent to the country that submitted the information and the Interpol-United States National Central Bureau (USNCB) at the U.S. Department of Justice in Washington, D.C. **Before taking any further action on this matter, you must contact the USNCB immediately at (202) 616-3900 to confirm the validity of the information obtained and coordinate any follow-up action on the information**. NOTE: U.S. Law does not provide the authority to arrest based on this information alone. However, this information MAY provide the basis for additional investigation, seizure, and/or charges under the laws and regulations applicable to your jurisdiction related to false identification.

Theft
Date: Wed, 28 Feb 2007 20:58:23 UTC

Document Information
Document ID: E6044BCA42054A12A6878DEAF41FD175
Document Type: Passport

Theft
Country: UNITED STATES
Theft Type: Stolen Blank

Original Query Data
Entity ID: E6044BCA42054A12A6878DEAF41FD175
MRI 286263 IN: NLI1 15189 AT 11DEC2008 15:57 OUT: HOWL 12 AT 11DEC2008 15:58

Commercial Vehicle Information

The Commercial Vehicle Information System (CVIS) provides NLETS users with access to safety information on motor carriers and the vehicles that are assigned to those motor carriers. NLETS users can access the CVIS Target File through an NLETS Carrier Status Query (ACQ) or an NLETS Vehicle Status Query (AVQ).

CVIS Background

The Association of American Motor Vehicle Administrators (AAMVA), through its affiliate AAMVAnet, has participated in developing the Commercial Vehicle Information System (CVIS). Each of the CVIS states received a copy of the U.S. Department of Transportation's Motor Carrier Management Information System (MCMIS) Census File. This file contains information on all motor carriers who have been assigned a US Department of Transportation Number (DOT Number).

One of the information items is a Motor Carrier Safety Improvement Process (MCSIP) rating which is a two-character code. This MCSIP 'Step' indicates a motor carrier's safety status.

The CVIS states receive weekly updates to the MCMIS Census File and the CVIS Central Site extracts motor carrier information for all motor carriers whose MCSIP Step places them in the Motor Carrier Safety Improvement Process (MCSIP).

1. A file containing these carrier records is sent electronically to each of the CVIS states.

2. Each of them scans its commercial vehicle registration records (on a daily basis) and extracts a vehicle record for each vehicle assigned to a motor carrier in MCSIP.

3. The state's vehicle file is electronically transmitted to the CVIS Central Site who builds the CVIS Target File by adding vehicle records to the carrier records.

The CVIS Target File is available to authorized users for inquiries on carriers and vehicles from 5:00am - 11:00pm (Central Time), seven days each week through the use of the NLETS Carrier Status Query/Response (ACQ/ACR) and the NLETS Vehicle Status Query/Response (AVQ/AVR).

Carrier Status Query Specifications (ACQ)

An agency may request carrier information by sending the Carrier Status Request (ACQ) to the CVIS Central Site Target File where the information is stored.

Format (Glink Format 567)

Entry	**# Char.**	**Explanation**
ACQ.	3	Message type followed by a period.
Sending ORI	9	9 character ORI of requesting agency
Destination Code	2	Destination code will always be AV
TXT	3	Fixed filed prefix to beginning of message.
DOT/	4	Prefix to identify DOT number.
DOT number	1-7	DOT number.

Example

ACQ.VAVSP00H1.AV.
TXT
DOT/1234567

Example (Negative reply)

0121 41728 1210 NLET
ACR.FMLIC0000
10:13 01/21/2010 01815
10:13 01/21/2010 80059 VAVSP00H1
*MRI0241712
TXT

CARRIER IS NOT TARGETED DOT/1234567
PAGE/01 OF/01

MRI 241728 IN: NLI1 10483 AT 21JAN2010 12:10 OUT: HOWL 11 AT 21JAN2010 12:10

Example (Positive Reply)

0125 77722 1423 NLET
ACR.FMLIC0000
12:24 01/25/2010 01908
12:24 01/25/2010 54853 VAVSP00H1
*MRI0277679
TXT

CARRIER IS UNDER FEDERAL OOSO - UNSAT/UNFIT.
DOT/1234567.
NAM/STRINGBEAN TRANSPORT LLC.
DBA/ .
ADR/1729 LAI KHE ST.
CITY/ALEXANDRIA.ST/VA.ZIP/22303
CAR TARG-IND/T.MCSIP STEP/55.MCSIP DATE/20091129.
PAGE/01 OF/01

MRI 277722 IN: NLI1 13567 AT 25JAN2010 14:21 OUT: HOWL 8 AT 25JAN2010 14:23

Carrier Status Response Specifications (ACR)

The requirements for carrier status responses are described below.

1. Up to five ACR messages may be received.
2. When multiple ACR messages are received, each message will have a notation at the bottom of the message “PAGE n of n PAGES” so that the recipient will know how many messages to expect.
3. If more than five carrier records exist on the CVIS Target File, a special notation will be placed at the bottom of each message “MATCH LIMIT EXCEEDED, NOTIFY CVIS HELP DESK”. If this message is received, recipients are asked to contact the CVIS Help Desk at AAMVAnet (888) 226-8280 (AAMVA80) and report this incident.

The prefixes used for carrier responses, along with their translation are as follows.

Prefix	Field Size	Translation
USDOT NBR	7	US DOT number assigned by the Office of Motor Carriers.
NAM/	55	Name.
DBA/	55	Doing business as.
ADR/	30	Street address.
CITY/	25	City.
CTY/	3	County code.
ST/	2	State code.
ZIP/	10	Zip code.
CAR FILE DATE/	8	Carrier file date (MMDDYYYY).
CAR-TARG-HIST-IND/	1	Carrier target (T) or history (H) indicator.
CAR TARG-HIST DATE/	8	Date of the Target/History Indicator (MMDDYYYY).
MCSIP STEP/	2	MCSIP step.
MCSIP DATE/	8	MCSIP date (MMDDYYYY).
SAFESTAT SCORE/	3	SAFESTAT score.
TIP/	1	Taxpayer ID type.
TIN/	9	taxpayer ID #.
MCMIS UPD/	8	Date of last MCMIS update.
MCMIS UID/	8	User ID of last MCMIS update.
VMA/	4	Vehicle make.
VYR/	4	Vehicle year.
VIN/	17	Vehicle ID number.
LIC/	10	License plate number.
LIS/	2	State code of registration jurisdiction.
REG EFF DATE/	8	Registration effective date.
REG EXP DATE/	8	Registration expiration date.
VFC/	8	Vehicle file create date.
VEH TARG-HIST IND/	1	Vehicle target/history indicator.
VEH TARG-HIST DATE/	8	Date of vehicle target/history indicator (MMDDYYYY).

Response to agency if CVIS found no information on file.

1. If CVIS is temporarily unavailable, the sender will receive a Status Message (SM) stating, "TARGET FILE TEMP UNAVAILABLE".
2. If the NLETS Carrier Status Request (ACQ) message is received between the hours of 11:00pm and 5:00am (CST), the sender will receive a Status Message (SM) stating "AVIS TARGET FILE NOT AVAILABLE FROM 11:00PM - 5:00AM (CST)"

Vehicle Status Query Specifications (AVQ)

The requirements for vehicle status queries are described below.

1. An agency may request vehicle information by sending the NLETS Vehicle Status Request (AVQ) to the CVIS Central Site Target File.
2. Information may be requested either by vehicle identification number (VIN) or by license plate number (LIC) and license state (LIS).
3. All messages will be preceded by a standard input header.
4. Neither imbedded spaces nor special characters (i.e., hyphens) should be in the inquiry.
5. All data elements (i.e., vehicle identification number or license plate number and license state) are preceded by a prefix and terminated by a period.
6. The final character should not be a period (this conforms to NCIC message structure).
7. Control characters are permitted throughout the text of the message and should be ignored by the queried organization when examining the inquiry.

Format (Glink Format 568 and 569)

Entry	**# Char.**	**Explanation**
AVQ.	3	Message type followed by a period.
Sending ORI	9	9 Character ORI of the requesting agency.
Destination Code	2	Destination code will always be AV
TXT	3	Fixed filed prefix to beginning of message.
VIN/	4	Prefix to identify VIN.
Vehicle ID #	Max.17	VIN.

OR

LIC/	4	Prefix to identify license plate number.
License #	Max.10	License plate #followed by a period.
LIS/	4	Prefix to identify license state.
License state	2	License state.

Example

AVQ.VAVSP00H1.AV.
TXT
VIN/12345678909876543

Example (Negative Response)

0122 09747 0812 NLET
AVR.FMLIC0000
06:14 01/22/2010 01847
06:14 01/22/2010 95914 VAVSP00H1
*MRI0109730
TXT

NOT ON FILE VIN/12345678909876543.
PAGE/01 OF/01

MRI 109747 IN: NLI1 3701 AT 22JAN2010 08:11 OUT: HOWL 2 AT 22JAN2010 08:12

Example (Positive Response)

0125 85649 1434 NLET
AVR.FMLIC0000
12:38 01/25/2010 01914
12:38 01/25/2010 55227 VAVSP00H1
*MRI0285611
TXT

CARRIER IS UNDER FEDERAL OOSO - UNSAT/UNFIT.
DOT/1234567.
NAM/ STRINGBEAN TRANSPORT LLC.
DBA/ .
ADR/1729 LAI KHE ST.
CITY/ALEXANDRIA.ST/VA.ZIP/22303
CAR TARG-IND/T.MCSIP STEP/57.MCSIP DATE/20091208.
VMA/MACK.VYR/2006.VIN/7M7AK07Y26N006565.
LIC/LY8907TEST.LIS/VA.REG EFF DATE/20090515.REG EXP DATE/20100430.
VEH TARG-HIST IND/T.
PAGE/01 OF/01

MRI 285649 IN: NLI1 13948 AT 25JAN2010 14:34 OUT: HOWL 14 AT 25JAN2010 14:34

Vehicle Status Response Specifications (AVR)

1. There is the possibility that multiple AVR messages will be received in response to the AVQ inquiry.

2. A vehicle may be assigned to a carrier who is a targeted carrier (Target/History Indicator = "T" and the carrier improves its safety record to the point where its MCSIP Step will be changed to "00" indicating that the carrier is no longer in the MCSIP process. When this occurs, the vehicle's Target/History Indicator will be changed from "T" to "H".

3. If the carrier subsequently is put back into MCSIP, the vehicle can once again have a vehicle record with the "T" in the Target/History Indicator.
4. Although more than 1 registration for a vehicle is unusual, the CVIS Target File may have up to 10 registrations for a single vehicle. The last two lines which contain registration related data may be repeated up to 10 times.
5. A maximum of 10 AVR messages may be received.
6. If multiple AVR messages are sent the following notation will be at the end of each message, "PAGE n of nn PAGES".
7. If more than 10 vehicle records have been found on the CVIS Target File with the same VIN or LIC/LIS, the following notation will be found at the end of each message, "MATCH LIMIT EXCEEDED, NOTIFY CVIS HELP DESK".
8. When the above notation is received, the recipient is asked to contact the CVIS Help Desk at AAMVAnet (888) 222-8280(AAMVA80) and report the incident.

9. If CVIS is temporarily unavailable, the sender will receive a Status Message (SM) stating "DESTINATION DOWN, AAMVAnet WILL NOT FORWARD MESSAGE".
10. If the NLETS Vehicle Status Request (AVQ) message is received between the hours of 11:00pm and 5:00am (CST), the sender will receive a Status Message (SM) stating "AVIS TARGET FILE NOT AVAILABLE FROM 11:00PM - 5:00AM (CST)".

State and Local Law Enforcement Officers (LEO) Flying Armed

Effective July 15, 2009, the Transportation Security Administration (TSA) will no longer accept the original letter of authority for the purpose of flying while armed. Department employees flying armed must submit a National Law Enforcement Telecommunications System (NLETS) message, preferably within 24 hours before the day of travel. The NLETS message sent by the employing agency will replace the current original letter of authority, signed by the superintendent required under 49 CFR 1544.219.

Once the NLETS message is received by TSA, a return NLETS message will be sent to the employing agency with a Unique Alphanumeric Identifier (UAI) for verification at the airport on the day of travel.

Failure to use the NLETS message with the UAI will result in denial to the sterile area for failure to comply with the "Letter of Authority" requirement delineated in 49 CFR 1544.219

The Requirements for sworn employees to fly armed aboard commercial aircraft are outlined in 49 CFR § 1544.219 Carriage of Accessible Weapons. The complete text of this section can be found on-line at the Government Printing Office web site at: http://www.gpoaccess.gov/cfr/.

- Unless otherwise authorized by TSA, to fly armed a sworn employee must;
- Be a Federal law enforcement officer or a full-time municipal, county, or state law enforcement officer who is a direct employee of a government agency.
- Be sworn and commissioned to enforce criminal statutes or immigration statutes.
- Be authorized by the employing agency to have the weapon in connection with assigned duties.
- Completed the training program "Law Enforcement Officers Flying Armed."

The following are the requirements and procedures for flying armed:

1. Have the operational need to fly armed.
2. The employing agency transmits a properly formatted message, via NLETS, to ORI VAFAM0199.
3. An NLETS receipt, with Unique Alphanumeric Identifier (UAI), is transmitted from the Transportation Security Operations Center (TSOC) to the employing agency's originating ORI.
4. On the day of travel the sworn employee checks-in with the airline ticket counter, identifies his/herself and confirms that they are in possession of a Unique Alphanumeric number received via NLETS. The sworn employee receives the armed traveler paperwork provided by the airline and proceeds to the Armed Law Enforcement Officer (LEO) Screening Checkpoint.
5. At the Armed LEO Screening Checkpoint the sworn employee provides the Unique Alphanumeric Identifier from the NLETS message and displays his/her badge, credentials, boarding pass, a second form of government identification, and required airline paperwork, commonly referred to as Person Carrying Firearms (PCFA) forms.
6. The sworn employee will complete the LEO Logbook and proceed to his/her boarding gate.
7. At the boarding gate the sworn employee will provide the airlines armed traveler paperwork and inform the gate agent of his/her presence and status.

8. The sworn employee then meets with the Pilot in Command, Federal Air Marshals, Federal Flight Deck Officers, and/or other Law Enforcement Officers onboard the flight as directed.

It is recommended that agencies transmit the NLETS message a **minimum of 24 hours prior to travel** to ensure routing of the information prior to day of travel.

If the sworn employee has not submitted an NLETS message but does have the original letter of authority from his chief or agency head, then the designated LEO checkpoint personnel will ask the sworn employee to contact his/her employing agency and have an immediate NLETS request transmitted to ORI VAFAM0199.

If the sworn employee cannot provide the Unique Alphanumeric Identifier he or she will not be allowed to enter the sterile area in possession of an accessible weapon.

If the sworn employee advises that his/her employing agency sent an NLETS message, but does not know the Unique Alphanumeric Identifier then the sworn employee will be asked to contact his/her employing agency to obtain the Unique Alphanumeric Identifier.

If the sworn employee cannot provide the Unique Alphanumeric Identifier he or she will not be allowed to enter the sterile area in possession of an accessible weapon.

The NLETS message does not replace the requirement to notify the Air Carrier of the sworn employee's intent to fly armed or complete the required paperwork. Sworn employees with an operational need to travel armed must present acceptable credentials as outlined in 49 CFR § 1544.219 to the Air Carrier. In addition, sworn employees must verbally confirm that they are in possession of a Unique Alphanumeric number received via NLETS and complete any required airline paperwork, commonly referred to as Person Carrying Firearm forms (PCFA).

A three letter commercial airport code is required in the NLETS message (Example: RIC for Richmond International Airport). These are the codes that airlines and pilots use to identify airports and are used in timetables, baggage tags, tickets, advertisements, airline and global reservation systems. There are approximately 9000 codes currently in use.

The three letter airport code can be found on the airlines website, on travel itineraries, or by searching the internet.

The link below will redirect you to the Federal Aviation Administration's page where searches for three letter airport codes can be made.
http://www.faa.gov/library/glossaries/

If a sworn employee experiences an unexpected itinerary change (weather, delays, re-routing) then the change(s) do not affect the Date of Travel, the existing NLETS message will be accepted as long as the sworn employee is traveling through the same airports.

If the Date of Travel or airport information changes, a new NLETS message will be required.
The EIT, EIN and CAP fields, if not applicable, may be omitted from the NLETS message if the sworn employee is not escorting a dignitary/transporting a prisoner or traveling through a connected airport.

Sample Agency Message To TSA

AM.VA0012345.VAFAM0199.
TXT

LEOFA
NAM/Smith, Joe.
AGY/Broward Sheriff's Office.
BCN/BSO123456.
OFC/Local.
NAO/Washington, George.
CRT/Yes.
CPN/7031234989.
APN/2023456789.
EIT/Prisoner.
EIN/Smith, John.
NOA/American Airlines.
FLN/AA1234.
DOF/122508.
DAP/DCA.
CAP/EWR.
FDA/BOS.

Abbreviation Key For NLETS Message Formatting

AM. [Sender ORI]. [Destination ORI].
* (AM) Designates the message as an NLETS Administrative Message.
* Sender ORI field will be used to send the reply message back to the requester.
* Destination ORI ensures the message is properly delivered to the LEO FA application.
* The destination ORI to be used for the LEO FA application is VAFAM0199.
* There must be a period between each field as well as one at the end of the line.

TXT
* Indicates the beginning of the message text.

LEOFA
* Indicates to the application that this is a LEO FA request message. All messages without this will be ignored.

NAM
* Full Name of the Flying Armed LEO.
* Must be in the format of Last Name, First Name.
* Example: NAM/Smith, Joe.
    * The period at the end of the line is required.

AGY
* Agency or department name of the Flying Armed LEO.
* Example: AGY/Broward Sheriff’s Office.
* The period at the end of the line is required.

BCN
* Badge or credential number of the Flying Armed LEO.
* Example: BCN/BSO123456.
* The period at the end of the line is required.

OFC
* Officer Type
* Must be either State or Local.
* Example: OFC/Local.
* The period at the end of the line is required.

NAO
* Name of Authorizing Official
* Must be in the format of Last Name, First Name.
* Example: NAO/Washington, George.
* The period at the end of the line is required.

CRT
* Completed Required Training
* Must be either Yes or No.
* Example: CRT/Yes.
* A No in this field will result in a denied reply message because all LEO flying armed must have completed required training.
* The period at the end of the line is required.

CPN
* Cell phone number of LEO Flying Armed.
* Must not contain dashes and must be exactly 10 digits.
* Example CPN/7031234989.
* The period at the end of the line is required.

APN
* Agency or Department Number of Flying Armed LEO.
* Must not contain dashes and must be exactly 10 digits.
* Example: APN/2023456789.
* This is not a required field.
* The period at the end of the line is required.

EIT
* Escorted Individual Type
* Must be Prisoner or Dignitary.
* Example: EIT/Prisoner.
* The period at the end of the line is required.

EIN
* Escorted Individuals Name
* Must be in the format of Last Name, First Name.
* Example: EIN/Smith, John.
* This is not a required field.
* The period at the end of the line is required.

NOA
* Name of Airline
* Example: NOA/American Airlines.
* The period at the end of the line is required.

FLN
* Flight Number
* Example: FLN/AA1234.
* The period at the end of the line is required.

DOF
* Date of Flight
* Must be in the format of mmddyy.
* Example: DOF/122508.
* The period at the end of the line is required.

DAP
* Departing Airport
* Example: DAP/DCA.
* Must be a known and recognized United States Airport.
* Must not be more than 3 characters long.
* The period at the end of the line is required.

CAP
* Connecting Airport
* Example: CAP/EWR.
* Must be a known and recognized United States Airport.
* Must not be more than 3 characters long.
* This is not a required field.
* The period at the end of the line is required.

FDA
* Final Destination Airport
* Example: FDA/BOS.
* Must be a known and recognized United States Airport.
* Must not be more than 3 characters long.
* The period at the end of the line is required.

Sample Message Returned To LEO For Day Of Travel

AM.VAFAM0199.VA0012345.
TXT
Flying Armed LEO Request Approved. Your unique ID code is: WCD87947
Name: Joe Smith
Agency: Broward Sheriff's Department
Authorizing Official: George Washington
Badge/Credential: BSO123456
Has Department Letter: Yes
Completed Training: Yes
Cell Phone: 7031234989
Escorted Individual Type: Prisoner
Escorted Individual: Smith, John
Airline: American Airlines
Flight Number: AA1234
Flight Date: 122508
Departing Airport: DCA
Connecting Airport: ewr
Final Destination Airport: BOS
Print out this reply and present it at the airport's LEO Lane.

License Plate Reader

License Plate Readers (LPR"s) were initially installed by the United States Custom and Border Protection (CBP) to develop and track movement of vehicles as they crossed through the ports of entry along the southwest border between the United States and Mexico and the northern border between the United States and Canada.

One of the benefits of the LPR is their effectiveness relating to vehicle theft initiatives regarding stolen vehicles entering and exiting the United States. Because of their benefits of providing investigative information regarding stolen vehicles, CBP agreed to provide NICB the raw LPR data as a tool in its efforts to prevent and investigate vehicle theft and insurance fraud.

The NICB in cooperation with the United States Custom and Border Protection and the International Justice and Public Safety Information Sharing Network (NLETS), added an RQ transaction which will provide the capability to initiate a LIC query to NICB against the LPR file. LPR queries are generated as standard RQ messages on license plates and are sent to the destination **"NA"**.

The National Vehicle Service (NVS) is also supporting the NLETS RQ message key to query their LPR (License Plate Recognition) database. NLETS users, in addition to being able to query the Customs and Border Protection Border Crossing LPR database via destination **"NA"**, can now also send RQ's to destination **"VS"** to query NVS' database containing nearly 5 million reads per month.

NVS working with Locator Technologies has partnered with a **L**icense **P**late **R**ecognition (LPR) company to provide Law Enforcement Agencies (LEAs) access to a central repository of LPR data from private mobile and stationary LPR machines. The companies collecting these reads include towing and repossession companies, parking lots, garages, and toll way systems. LEAs may utilize this information at no cost to augment and/or initiate criminal investigations.

In addition to allowing LEAs access to the database, NVS proactively searches the database against the stolen vehicle file provided by the FBI. We believe that knowing the location of a stolen vehicle prior to or shortly after its theft will greatly enhance LEA's capabilities.

To assist with RQ queries to LPR databases, NLETS has added a destination of "LP" to the NLETS system. Users may still run individual messages to each destination but if an "all points" LPR query is desired, send the RQ to destination "LP." NLETS will forward messages destined to "LP" to all available LPR databases on the network.

Example: 340

RQ.VA1220010.LP.
TXT
LIC/ABC123.LIY/2010.LIT/PC

Detailed RQ/RR Specifications

LINE 1 - NLETS address - Message type "RQ" followed by a period (.), Sender's ORI VA1220010 followed by a period, destination state's two character code (LP), followed by a period.

LINE 2 - The three characters TXT must always be used.

LINE 3 - LIC/ followed by license plate number and period, LIY/ followed by expiration year of license and period, LIT/ followed by license type. A period can not be used after the last field.

0812 73427 1007 NLET (Reply from National Crime Insurance Bureau)
RR.ILNICBC00
07:07 08/12/2011 03895
07:07 08/12/2011 52979 VA1220010
*MRI0173422
TXT

NICB RESPONSE FOR LIC/ABC123 MSG 001 OF 002
CROSSING LOCATION: INBOUND
ADDRESS: USCS-1 PEACE BRIDGE PLAZA
CITY: BUFFALO: PEACE STATE: NY ZIP: 14202
CROSSING DT/TIME: 07/03/2010 11.13.48
LIC PLATE: ABC123 STATE: ON COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-150 E JEFFERSON
CITY: DETROIT: TUNNEL STATE: MI ZIP: 48226
CROSSING DT/TIME: 07/04/2010 01.09.03
LIC PLATE: ABC123 STATE: ON COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-150 E JEFFERSON
CITY: DETROIT: TUNNEL STATE: MI ZIP: 48226
CROSSING DT/TIME: 07/05/2010 05.36.55
LIC PLATE: ABC123 STATE: ON COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS:
CITY: INTERNATIONAL FALLS STATE: MN ZIP:
CROSSING DT/TIME: 07/10/2010 07.23.03
LIC PLATE: ABC123 STATE: MN COUNTRY: U
CROSSING LOCATION: INBOUND
ADDRESS: USCS-9901 PACIFIC HWY BLDG 1
CITY: BLAINE: PAC HWY STATE: WA ZIP: 98230
CROSSING DT/TIME: 07/25/2010 14.39.11
LIC PLATE: ABC123 STATE: BC COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-150 E JEFFERSON
CITY: DETROIT: TUNNEL STATE: MI ZIP: 48226
CROSSING DT/TIME: 08/05/2010 00.37.17
LIC PLATE: ABC123 STATE: MI COUNTRY: U
CROSSING LOCATION: INBOUND
ADDRESS: USCS-150 E JEFFERSON
CITY: DETROIT: TUNNEL STATE: MI ZIP: 48226
CROSSING DT/TIME: 08/05/2010 00.37.18
LIC PLATE: ABC123 STATE: MI COUNTRY: U
MRI 173427 IN: NLI1 8768 AT 12AUG2011 10:07 OUT: HOWL 16 AT 12AUG2011 10:07

0812 73429 1011 NLET
RR.ILNICBC00
07:07 08/12/2011 03896
07:07 08/12/2011 52980 VA1220010
*MRI0173422
TXT

NICB RESPONSE FOR LIC/ABC123 MSG 002 OF 002
CROSSING LOCATION: INBOUND
ADDRESS: USCS-INTERSTATE 29
CITY: PEMBINA STATE: ND ZIP: 58271
CROSSING DT/TIME: 08/14/2010 04.09.50
LIC PLATE: ABC123 STATE: MB COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS:
CITY: DUNSEITH STATE: ND ZIP:
CROSSING DT/TIME: 10/22/2010 10.46.16
LIC PLATE: ABC123 STATE: MB COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-111 WEST HURON ST
CITY: BUFFALO: RAINBOW STATE: NY ZIP: 14205
CROSSING DT/TIME: 11/04/2010 08.25.39
LIC PLATE: ABC123 STATE: ON COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-10949 HIGHWAY 18
CITY: NECHE STATE: ND ZIP: 58265
CROSSING DT/TIME: 11/19/2010 11.13.20
LIC PLATE: ABC123 STATE: MB COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-INTERSTATE 190 NORTH
CITY: BUFFALO: LEWISTON STATE: NY ZIP: 14092
CROSSING DT/TIME: 12/08/2010 23.06.40
LIC PLATE: ABC123 STATE: ON COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-INTERSTATE 190 NORTH
CITY: BUFFALO: LEWISTON STATE: NY ZIP: 14092
CROSSING DT/TIME: 12/21/2010 06.27.02
LIC PLATE: ABC123 STATE: ON COUNTRY: C
CROSSING LOCATION: INBOUND
ADDRESS: USCS-PO BOX 337
CITY: NACO STATE: AZ ZIP: 85620
CROSSING DT/TIME: 01/01/2011 03.24.05
LIC PLATE: ABC123 STATE: AZ COUNTRY: U
MRI 173429 IN: NLI1 8769 AT 12AUG2011 10:07 OUT: HOWL 17 AT 12AUG2011 10:12

** NOTICE **
THE NICB PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY
AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT
VALIDATED, THE NICB DOES NOT GUARANTEE OR WARRANT THEIR
LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU
TAKE ANY ENFORCEMENT ACTION.
MRI 173433 IN: NLI1 8773 AT 12AUG2011 10:07 OUT: HOWL 21 AT 12AUG2011 10:47

0812 73461 1048 NLET (Reply from National Vehicle Service)
RR.VANVS005V
07:07 08/12/2011 93111
07:07 08/12/2011 52987 VA1220010
*MRI0173422
TXT

Vehicle license plate number ABC123 was captured by mobile license plate recognition on July 21, 2011 near the intersection of E Bahia Dr AND N Pima Acc, Scottsdale AZ.

To access the complete LPR data record including other additional historical LPR scans, vehicle images and satellite map overlays, please proceed to the following Internet Website: http://nvls-lpr.com/nvls

Caveat: This is lead information ONLY to assist with your investigation and should NOT be used for non-law enforcement purposes. Should you require additional assistance with this RESPONSE, please contact National Vehicle Service at 866-687-1102.
MRI 173461 IN: NLI1 8776 AT 12AUG2011 10:07 OUT: HOWL 22 AT 12AUG2011 10:48